

Procedure and Policy for Jim Ned CISD

Food Production Reports

- Production Records will be sent in by each campus following the first week of school. After that, records will be sent in by one campus for each month of the school year.
- The Food Service Director or Assistant will email one campus each month with details of which records are being requested.
- The records will be reviewed and corrected as needed. Depending on how much correction is needed, the manager of that campus may be required to take a training class online or in person.
- Managers must sign the production records daily.