

# Meal Count & Productivity Tracking Sheets

For Foodservice NDTRs (hospital, LTC, corrections, schools)

## Daily Meal Count Log

Date: \_\_\_\_\_

Unit / Service Area: \_\_\_\_\_

NDTR: \_\_\_\_\_

Meal Period	Adult Meals	Pediatric Meals	Therapeutic Meals	Staff Meals	Total	Notes
Breakfast						
Lunch						
Dinner						
Snacks						

## Waste Tracking (optional)

Category	Amount	Notes
Overproduction		
Plate Waste		
Spoilage		

Daily Notes:

## Productivity Tracking Log

Shift Time: \_\_\_\_\_ to \_\_\_\_\_

Task Category	Expected Standard	Actual	Variance (+/-)	Notes
Tray Assembly	___ trays/hr			
Nourishment Prep	___ items/hr			
Inventory/Stocking	___ mins/task			
Data Entry	___ mins/task			
Other Tasks				

Daily Summary:

- What went smoothly today? \_\_\_\_\_
- Barriers or process issues? \_\_\_\_\_
- Recommendations for tomorrow: \_\_\_\_\_

