

Site: _____

Substitute Cook Plan

Give the most specific details of your day. Nothing is too minor to list. We want to know your everyday routine so anyone who needs to fill in could easily and quickly do so without any problems. Please use the back if you need more space.

Are keys needed for any supplies?	Y or N
If yes, where are the keys located?	

Day begins: _____

Prep routine: Wash and cut all fresh food items. Dish up all canned items. Refrigerate both. Start on main dish.

Dishwasher usage/directions:


Cart prep:

Before breakfast routine:

How many children are in each class?

AM 1	AM 2	PM 1	PM 2	Full Day	Extended Day

Time each meal is served:

	AM 1	AM 2	PM 1	PM 2	Full Day	Extended Day
BREAKFAST						
LUNCH						
SNACK						

Lunch time routine:

Snack time routine:

End of day tasks:

End of week tasks:

Day ends: _____

