


Center

4	Exercises		Date	Responsible person	
A	Plan menus in MM	Plan for one complete month			
B	Estimated counts for menus	For the month / reviewing weekly as needed			
C	Print Production Records	Weekly for kitchen staff to use in meal preparation.			
D step 1	Tell us how often you shop for groceries.	Weekly	BI Weekly	Monthly	
D	"Weekly Quantities Required" Report: in MM go to Reports>Menus>Weekly Quantities Required	Plan for one complete month, for the time frame you shop.	Wk 1		
			Wk 2		
			Wk 3		
			Wk 4		
			Wk 5		
E	Activity	Print the above report, and Grocery shop	Wk 1		
			Wk 2		
			Wk 3		
			Wk 4		
			Wk 5		
5	Training Video	Title	Link	Date	Center staff
		Enter Receipts Quick Entry (7 1/2 Minutes)	https://www.youtube.com/watch?v=q7zX7LKhVfA		
6	Exercises			Date	Responsible person
	Enter grocery receipts into MM	Each week of the month.	Wk 1		
			Wk 2		
			Wk 3		
			Wk 4		
			Wk 5		
Training documents to be submitted	Submit the report " Weekly Quantities Needed " and grocery receipts to SO	Scan and email or mail hard copies to SO.	Wk 1 date submitted to SO		
			Wk 2 date submitted to SO		
			Wk 3 date submitted to SO		
			Wk 4 date submitted to SO		
			Wk 5 date submitted to SO		

Center's staff listed have viewed and understand the above training videos, have completed assigned exercises and are ready to start the next steps.

When steps 4-6 have been completed Owner/Director sign and date this section and email to Sponsor.

Signature of Center
Owner/Director

