

Staff Time and Duty Worksheet

Employee Name _____

Instructions:

Position _____

Cross out days that you did not work.

Month/Year _____

Enter the times worked for food-preparation and food-service related duties for each meal period.

CENTER NAME: _____

Add up all hours and calculate total at bottom. Sign Form.

**** The staff member must write in their start/end times per meal period worked.
Forms cannot be prefilled & copied each month ****

Time/Duty	Time/Duty	Time/Duty	Time/Duty	Time/Duty	Time/Duty	Time/Duty
Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:
Time/Duty	Time/Duty	Time/Duty	Time/Duty	Time/Duty	Time/Duty	Time/Duty
Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:
Time/Duty	Time/Duty	Time/Duty	Time/Duty	Time/Duty	Time/Duty	Time/Duty
Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:
Time/Duty	Time/Duty	Time/Duty	Time/Duty	Time/Duty	Time/Duty	Time/Duty
Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:
Time/Duty	Time/Duty	Time/Duty	Time/Duty	Time/Duty	Time/Duty	Time/Duty
Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:	Breakfast: AM Snack: Lunch: PM Snack Dinner:

Total Hours _____ X Hourly Rate _____ = _____

Employee's Signature _____ Supervisor's Signature _____

Staff Time and Duty Worksheet

Employee Name Glenda Henderson
 Position Teacher
 Month/Year February 2013

Instructions:

Cross out days that you did not work.

Enter amount of time worked for food-service related duties for each meal period.

Add up all hours and calculate total at bottom. Sign Form.

Example

This form must be printed by the staff person. Time sheets are not acceptable substitutions. Please make this a high priority to meet federal regulations.

1	<u>Time/Duty</u>	2	<u>Time/Duty</u>	3	<u>Time/Duty</u>	4	<u>Time/Duty</u>
	Breakfast: AM Snack: Lunch: PM Snack: Dinner:		Breakfast: AM Snack: Lunch: PM Snack: Dinner:		Breakfast: AM Snack: Lunch: PM Snack: Dinner:		Breakfast: <i>8:30-9</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner:
4	<u>Time/Duty</u>	5	<u>Time/Duty</u>	6	<u>Time/Duty</u>	7	<u>Time/Duty</u>
	Breakfast: <i>8:30-9</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner:		Breakfast: <i>8:50-9</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: Dinner:		Breakfast: <i>9-9:30</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner:		Breakfast: AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner:
11	<u>Time/Duty</u>	12	<u>Time/Duty</u>	13	<u>Time/Duty</u>	14	<u>Time/Duty</u>
	Breakfast: <i>8:30-9</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner: <i>Shopping: 3:30-5:50</i>		Breakfast: <i>8:50-9</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner:		Breakfast: <i>8:30-9</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner:		OFF
18	<u>Time/Duty</u>	19	<u>Time/Duty</u>	20	<u>Time/Duty</u>	21	<u>Time/Duty</u>
	Breakfast: <i>8:30-9</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner:		Breakfast: <i>8:50-9</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner:		Breakfast: <i>8:30-9</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner:		Breakfast: <i>8:30-9</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner:
25	<u>Time/Duty</u>	26	<u>Time/Duty</u>	27	<u>Time/Duty</u>	28	<u>Time/Duty</u>
	Breakfast: <i>8:30-9</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner:		Breakfast: <i>8:50-9</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner:		Breakfast: <i>8:30-9</i> AM Snack: Lunch: <i>11:45-12:30</i> PM Snack: <i>3:00-3:30</i> Dinner:		Breakfast: AM Snack: Lunch: PM Snack: Dinner: <i>Menu Planning: 4-5</i>

Total Hours 29.25 X Hourly Rate \$8.00 = \$234.00

Employee's Signature Glenda Henderson Supervisor's Signature Leana Williams