

Time Distribution Worksheet

Employee Name			Position			Normal Work Hours				Month/Year		
	Work Hours	Food Service Operations Tasks										
Day	Start Time-End Time	A. Managing	B. Planning	C. Organizing	D. Menu Planning	E. Meal Prep/Serv	F. Meal Clean-UP	G. Supervise Meal	H. Meal Records	TOTAL FOOD SERVICE HOURS	I. Non Food Service	J. Total Hours
1												
2												
3												
4												
5												
6												
7												
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27												
28												
29												
30												
31												
Monthly Totals												

Total Food Service hours _____ + Total Non-Food Service Hours = Total Hours Worked

☐ Alternate Certification Statement: I certify that I am on a fixed work schedule. My workdays are _____ through _____. My work hours are _____ am to _____ pm. I did not work outside the hours of my fixed schedule and all my work hours were spent performing Food Service duties.

Signature - Employee _____ Date _____ HOURLY RATE: _____