

# TIMECARD

**FOOD SERVICE WORKER – Substitute**

NAME: \_\_\_\_\_

WEEK OF: \_\_\_\_\_ TO \_\_\_\_\_

SITE: \_\_\_\_\_ REGION: \_\_\_\_\_

- A 1 - Kitchen
- C 2 - Non-Kitchen (*planning, meetings, etc.*)
- T 3 - Paperwork / Documentation
- I 4 - Travel / Delivery
- V 5 - Trainings
- I 6 - Other
- T 7 - \_\_\_\_\_
- Y \_\_\_\_\_

**\* Remember: note hours in activity (numbered) columns.**

DAY	DATE	IN	OUT	IN	OUT	*	*	*	*	*	1	2	3	4	5	6	7	TOTAL		
Sunday																				
Monday																				
Tuesday																				
Wednesday																				
Thursday																				
Friday																				
Saturday																				
						<b>Total</b>														
						*	*	*	*	*	1	2	3	4	5	6	7			

To the best of my knowledge I certify that this timecard is accurate and complete. I understand that false information on this timecard is reason for dismissal.

**Employee:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_