

TIMECARD

SITE COOK – Substitute

NAME: _____

WEEK OF: _____ TO _____

SITE: _____ REGION: _____

- A 1 - Food Preparation
- C 2 - Travel
- T 3 - Cleaning
- I 4 - Documentation
- V 5 - Training
- I 6 - Meetings
- T 7 - Other

** 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																				
						Total														
						*	*	*	*	*	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: _____