

## Usage Tracking Sheets

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This chart will help you track the usage in the specific areas your Training Manager assigns you to. Your training Manager will ask you to keep track of either the Prep or Bakery or the Meat Room. You will use the information already in the store for the last 2 weeks and track your assigned area for the next 5 days, to figure out new build to's on these specific items.

To use this chart:

- Choose either the Bakery or Prep or Meat Room for this three-week assignment. In the chosen area, you will be asked to look at only 10 products to keep track of every day, except if the Meat room is chosen, you will be asked to track all products every day.
- At the end of this week, you will have a week of information for you to calculate the new build to's.

**Prep, Bakery, or Meat Room (Circle which area has been chosen)**

**Date** \_\_\_\_\_

Use these tracking sheets to record usages for 1 week. To acquire daily usage, use the formula below.

Beginning Inventory + Production-Ending Inventory = Usage

Week __	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
Meal Counts→							
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							

*Refer to the Lesson from the Trainer: Tracking Usage OnDemand video found on [GCMITResources.com](http://GCMITResources.com) for more information on the Usage Tracking Sheets.*