

Controlling Labor Costs Through Work Methods and Scheduling


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A stylized silhouette of a mountain range in shades of teal, located at the bottom right of the slide.

What Impacts Labor Costs?

- ◆ Type of food production (cook-chill, hot bulk, etc.)
- ◆ Level of service (self-service, vending machines, etc.)
- ◆ Menu
- ◆ Prepared foods versus scratch cooking
- ◆ Type of equipment
- ◆ Kitchen layout

What Impacts Labor Costs?

- ◆ Training and skill level of employees
 - ◆ Size of operation and participation
 - ◆ Schedule of serving periods
 - ◆ Serving line locations
 - ◆ Provision 2 and Point of Sale
 - ◆ Special programs (Breakfast in the Classroom, Nutrition Break, etc.)
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Meals Per Work Hour

- ◆ Standardized methods available
- ◆ Comparisons between facilities and districts
- ◆ HOW do you get there?
- ◆ Is this right for YOU?

Work Schedules

- ◆ Organizes day into 15-minute increments
- ◆ Identifies tasks, breaks, etc.
- ◆ Uses employees during critical times
- ◆ Avoids issues such as "4 hour worker"
- ◆ Counseling tool

Information on Work Schedule

- ◆ School name (#1)
- ◆ Date prepared/revised (#2)
- ◆ Delivery schedule (#3)
- ◆ Position title (#4), assignment hours (#5), employee name (#6)
- ◆ Different colors for breaks and work time (#7)
- ◆ School meal times (#8)

Information on Work Schedule

- ◆ Use pencil to indicate time frames (#9)
- ◆ Indicate time frame to perform specific tasks whenever possible (#10)
- ◆ Use consistent language
- ◆ Posted in the work area

Suggested Tasks

- ◆ Assist
- ◆ Break (employee)
- ◆ Breakdown
- ◆ Breakfast preparation
- ◆ Breakfast service
- ◆ Cart inventory
- ◆ Cart Service
- ◆ Clean area
- ◆ Count product
- ◆ Cook food
- ◆ Count money
- ◆ Line set up
- ◆ Load product
- ◆ Next day production
- ◆ Receive/store food
- ◆ Restock lines
- ◆ Wash dishes/pots/pans

Work Methods

- ◆ Consistent way to set up work area
- ◆ Describes each step in the process
- ◆ Establishes times and standards
- ◆ Ensures recipe compliance
- ◆ Can be for 1 worker or 2 workers
- ◆ Counseling tool

Work Methods

- ◆ Shares best practices
- ◆ Helpful when employees move among locations
- ◆ Tested before distribution

Results

- ◆ Accounts for differences between facilities
- ◆ Decisions are made in advance
- ◆ Employees understand expectations
- ◆ Costs can be monitored and controlled