



**Time Motion Economy:
Work Smarter Not Harder**


Pisanick Partners Professional Development Series
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Tools to Increase Efficiency and Staff Productivity

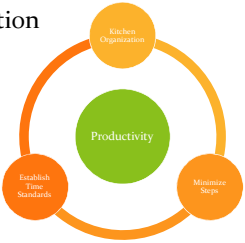

Target GOALS:

- Understand work simplification and how to apply mis en place technique
- Review and Evaluate two methods of time motion economy – BE PROUD and DO your PART!
- Learn the advantages of multi-skilling and how to implement job workflow plans



Work Simplification in Motion




- Kitchen arrangement
- Minimize unnecessary walking and back tracking
- Time Standards for work accomplished

How to WORK SMARTER:

Establish STANDARDS:

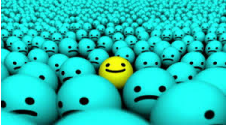

- Storage of tools (pots, pans, utensils)
- Using all resources effectively (equipment, carts)
- Think of planning tasks in steps
 - Head
 - Feet
 - Hands



Results = NOT HAVING TO WORK HARDER!

If done right.....

- Improved Productivity
- Less fatigue
- BETTER CUSTOMER SERVICE
 - Why? Happier employees
 - How? Teamwork focus





Work Simplification

Rachel Ray calls it the "GB"



We call it the Chop and Drop!



Tired Tina..... We all have one!

Sandwich Making Gone Wrong

- Went to walk-in for items **MULTIPLE TIMES**
 - First for the meat
 - Forgot the cart back out
 - Back to the walk in grabs the cheese, lettuce, tomatoes
 - Walks past the dry storage to prep...OOPSSS where's my bread
 - Walks back to get break off of the dry storage rack
- What went wrong?
 - Lack of efficiency
 - Potential abuse of TCS foods

Mise En Place

Planning

- One trip to storeroom
- Use of carts
- Assemble your station and all needed items
- Designate roles

Implementing

- Multiple Staff Assembly
- Specific well communicated roles
- Minimize glove changes





Why Reinvent the WHEEL

Turn Key and FREE:

- Institute of Child Nutrition (formerly NFSMI)
 - www.nfsmi.org




OK – But now what do we do?

MULTI-SKILLING

“The ability of an employee to perform more than one job, or the cross-training of an employee in several disciplines or tasks”


Inspect what you Expect

- WAIT.....does everyone know what is expected of them?

Employee	Primary Job	7:15-10:00	10:00-10:10	10:10-12:30	12:30-1:15	
Betty C. 6 hrs 7:00-1:00	BS Server Cook	21 Entrées: 1. Chicken Nuggets (5 cases) WG Roll (275) 2. Ham & Chz Salad (25) Uncontrollable PBU (15) Veg Baked Beans (400) Island Salad (250) Fruit: Pineapple (400) Bananas (200) Juice (450)	22 Entrées: 1. Cheeseburger (325) 2. Chicken Nugget Salad (40) WG Roll (40) 3. Uncontrollable PBU (25) Veg Potato Smiles (500) Curry Sticks (100) Fruit: Applesauce (400) Fresh Oranges (200) Juice (450)	23 Entrées: 1. Roasted Chicken (5 cases) WG Roll (275) 2. Ham & Chz Salad (25) 3. Uncontrollable PBU (15) Veg Mashed Potatoes (200) Fresh Carrots (100) Fruit: Strawberries (400) Fresh Apples (200) Juice (450) Bonus: Ice Cream (600)	24 Entrées: 1. Spaghetti w/ Meat sauce (500) Breadsticks (500) 2. Turkey & Cheese Salad (40) WG Roll (40) 3. Uncontrollable PBU (40) Veg: Corn (200) Broccoli (200) Fruit: Peaches (200) Red Grapes (200) Rip Shakes (200)	25 Entrées: 1. Pizza, Cheese (3 cases) Peppersoni (3 cases) 2. Ham & Chz Salad (10) WG Roll (10) 3. Uncontrollable PBU (10) Veg: Green Beans (200) Sweet Potato Waffle Fries (400) Fruit: Pears (200) Fresh Apples (200) Juice (450)
Duncan H. 4.5 hrs 9:30-1:00	Cook Baker Server Washer	Check menu, recipes and serving sizes Help stage services for meet day Prep/pan breakfast entree Count milk after breakfast Stock milk box for lunch Set up line for lunch- condiments, trays, appetizers- correct serving utensils Set up mop buckets	Break	Keep line stocked with all food and supplies Take boxes outside Assist server when needed Start laundry in washer Other duties as assigned	Remove food from line Clean and sanitize work tables Clean and sanitize 2 soap sink Pit Sink Cleaning rotation Gone at 1:00	
J. Soules 8 hrs 8:00-1:00	Baker	Check menu, recipes and serving sizes Wash all breakfast pans Prep/pan breakfast entree Prep/bake rolls Prep/cook/stock items Turn pan ice cream for Wed.	Break	Sweep and mop stock room Pit sink Frozen/Dry deliveries on Wed and Thurs Other duties as assigned	Count/record leftovers, cover and store Clean ovens/hot boxes in prep area inside and outside Cleaning rotation Gone at 1:00	

The RULE BOOK for Multi-Skilling

- 1) There shall be no "unskilled" employee in school nutrition
- 2) There shall be a well communicated work schedule/plan
- 3) There shall be constant evaluation and improvement of our work plan



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Multi - Skilling - START WITH THE WHY?

Convincing yourself.....

- Staff become more FLEXIBLE
- Staff become more aware of WORKFLOW
- Staff are better prepared to ANTICIPATE ISSUES and requirements of other areas

Why? Happier employees
How? Teamwork focus

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Multi - Skilling - START WITH THE WHY?

What's in in for me?.....

- Tedious tasks can be distributed/rotated decreasing boredom, monotony, and resentment
- Teamwork fosters understanding of coworkers responsibilities
- What I do matters to the team!!

Why? Happier employees
How? Teamwork focus


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Multi – Skilling – START WITH THE WHY?

Convincing the team.....



- Employee team overcome feelings of having dead-end jobs and gain confidence in new skill development
- Employee team remain interested, challenged, and engaged
- Employee team can perform other tasks when an team member is unable/absent

Why? Happier employees
How? Teamwork focus




Essential Elements of a Work Schedule

- 1) Menu Driven
- 2) Production Projections
 - 1) Daily forecasting
- 3) Who's on the Team
 - 1) Person
 - 2) Number of Hours
- 4) Details
 - 1) Breaks/lunches
 - 2) Cleaning Schedules

A work schedule is a living document.....its never final

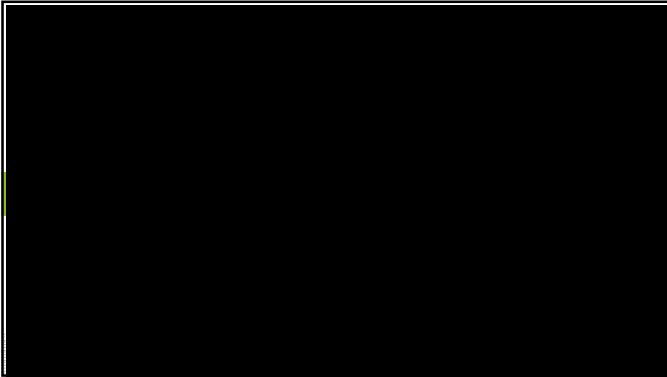
Remember to revisit, revise, revisit, revise, revisit, revise!!!



Pick a TEAM MOTTO.....here's MINE!

Today is a GOOD DAY for
a GOOD DAY!





Special Thanks to...

Iowa State Extension
Institute of Child Nutrition
Sam Parker, Lets SMOVE!