

Work Schedules

Managers have many duties. One important duty is to create the employee master work schedule. This shows the work shifts of all employees of a business. When developing schedules, managers rely on their past experience to predict how many employees they will need. They must also know who is available to work at different times. Managers should have a balance of new and experienced workers on each shift.

Directions: Imagine you are the manager of a small coffee shop. It is your job to make the weekly server schedule. You must have at least three servers working on the schedule Monday-Thursday. Because it is busier on weekends, you should schedule at least five servers Friday-Sunday. Since the restaurant is only open evenings, all servers must be in at 5:00. Below is a list of the ten servers along with their availability and experience.

Amar: cannot work Tuesday, Wednesday; 3 years restaurant experience
 Jenny: cannot work Sunday, Monday; 5 years restaurant experience
 Juan: cannot work Monday; 6 months restaurant experience
 Maria: cannot work Thursday; 3 months restaurant experience
 Chris: can work any time; 5 years restaurant experience
 Makayla: cannot work Sunday; 2 years restaurant experience
 Liang: cannot work Tuesday, Wednesday; 6 months restaurant experience
 Mia: can work any time; 3 years restaurant experience
 Thomas: cannot work Friday; 2 years restaurant experience
 Xavier: cannot work Monday, Tuesday; 4 years restaurant experience

Fill in the chart to complete the weekly work schedule.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Amar							
Jenny							
Juan							
Maria							
Chris							
Makayla							
Liang							
Mia							
Thomas							
Xavier							

Kitchen Layout

A foodservice operation's design is important to customers. As an employee, you will also be affected by the design of the workplace, or the space in which you will perform your job. A foodservice operation must be designed so that employees can do their tasks efficiently.

Directions: Imagine you have just purchased a brand new building to start your own restaurant. Use the space provided to design a kitchen layout that balances staff needs, utilizes ergonomic traffic paths, and provides enough space for prep stations, cooking stations and necessary equipment.

