

How to Determine a Time Standard for a Food Production Task

Procedure

1. Describe the task.
2. Estimate the time needed for the task by the School Nutrition Programs (SNP) assistant who typically completes the task most efficiently.
3. Note any special skills or equipment necessary to completing the task efficiently.
4. Estimate the time in minutes for each activity involved in the task as well as the total time in minutes to complete the task.
5. Determine ways in which the SNP manager can coach staff members.

Time Estimation for Task and Task Activities

Activity

Pre-preparation (i.e. assembling equipment and ingredients)

Preparation (i.e. combining ingredients, panning convenience foods, etc.)

Cooking (note: check recipes for time estimates)

Set-up to serve (i.e. portioning, placing pans on serving line, etc.)

Cleaning (i.e. cleaning food preparation area and equipment)

Other (i.e. additional activities necessary to complete the task)

Time in Minutes

Time:

Time:

Time:

Time:

Time:

Time:

**Total time:**