

Factors that Affect the Number of Labor Hours Needed

1. **Type of food production system (i.e. onsite production, satellite, etc.)**

The food production system used in my school is:

1. **Level of service (i.e. self-service, serving line, made to order, vending machine, etc.)**

The level of service in my school is:

1. **Menu design (i.e. number of menu choices)**

The number of choices we offer for reimbursable meals and a la carte includes:

1. **Amount of convenience food used versus scratch made items**

Describe the amount of convenience foods used compared with scratch preparation; include entrees, fruits and vegetables, grains, etc.

1. **Type of equipment**

What automated equipment is used to reduce labor time in preparation and service?

1. **Layout and design of kitchen and serving areas**

What is your assessment of the convenience and efficiency of the kitchen and serving areas?

1. **Production planning**

Is a new schedule posted for each menu?

1. **Staffing and scheduling**
	1. Are there enough labor hours, according to the Meals per Labor Hour (MPLH) formula, but not enough employees to cover all positions during peak production and service periods?
	2. Are employee schedules for arriving and departing for shifts based on workload needs?
	3. Are employee breaks/meals scheduled based on workload?
2. **Training and skill levels of employees**

Are all employees trained to do the jobs that need to be done? Make a note of who needs training and the type of training needed.

1. **Employee motivation**
	1. Are all employees motivated to do a good job?
	2. Do employees demonstrate pride in their work?
	3. If not, what can you, as a manager, do to improve the level of motivation?
2. **Size of facility and number of customers/sales volume**

If your program serves less than 100 students, you may not be able to meet the same productivity standards as a program that serves a greater number of students.

1. **Schedule of service periods (i.e. length and time between periods)**
	1. Are the service periods long enough for students to receive and eat their meal?
	2. Is there enough time between service periods to clean/maintain the serving line and cafeteria?