

How De-cluttering can Increase your Productivity

~~by Judy Foust

The costs of clutter:

- Time
- Money

General job responsibilities:

- Manager/Buyer
 - ~~Plans menus with cooks
 - ~~Orders and puts away all ordered items
 - ~~Creates method of organization
- Production Cook
 - ~~Prepares hot foods
 - ~~Coordinates stock with food buyer to ensure all necessary items are in
- Food Service Worker
 - ~~Prepares cold foods
 - ~~Serves in food lines
 - ~~May also help with clean-up jobs
- Dish Room Worker
 - ~~Pre-washes, washes, rinses, sanitizes
 - ~~Puts away all cooking/baking/serving/eating items

Major reasons for inefficiency:

- Space (purpose and placement)
 - ~~Stationary and moveable storage items—appropriate to YOUR needs
 - Chrome-plated or epoxy-coated shelving in cold units!
 - ~~"Hidden" storage:
 - Every bare spot on the wall has the potential for shelving!
 - Over work spaces, under work spaces, hanging from ceiling
 - ~~"People clutter"
- Kitchen configurations can increase productivity

- ~~Ergonomic (arranged so fewest movements are necessary)
- ~~Assembly-line (arranged in order of task accomplishment)
- ~~Zone (arranged in task “blocks”)
- ~~Island (arranged with cooking in center, all other tasks along walls)
- Budget
 - ~~Ability to purchase necessary storage units/items
 - ~~Ability to hire enough staff and schedule enough time to accomplish all work
- Time
 - ~~To put things back where they belong
 - ~~To use the McDonald’s concept: CAYG
 - ~~To clean up the day’s work spaces
 - ~~To do advance preparation for the next day (set up, preparing food, preparing hot foods a day in advance, etc.)

“For every minute spent in organizing, an hour is earned.”

Ben Franklin