

**Spreadsheets & Food
Charts & Systems in
General...**
These are a few of my favorite things!

**The Advantages of Using Systems in Food
Service Management**

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CCCA Mosaic: Ridgecrest, N.C. 12/07/10

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Systems

- My background
 - 14 years Cracker Barrel GM, DM
 - 10 years Cedar Lake Ministries, FSD
 - 3 years: "Done in Good Taste," CCCA *InSite*
 - Currently GM Ruby Tuesday
- My perspective
 - Both business and ministry
 - All guest service

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SYSTEM: DEFINITION

- AN ORGANIZED WAY OF DOING THE THINGS YOU DO
 - Schedules
 - Labor Budgets
 - Cleaning Lists
 - Food Diagrams
 - Production Charts

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CRITERIA FOR SYSTEMS

- Must Work For You
- Must Make Job Easier
- Follow Consistently
- Keep Them Simple

DIAGRAMS & CHECKLISTS

- Banquet To Do
- Campfire or Outdoor Cooking Setup
- Condiment Chart
- Ice Cream Sundae Bar
- Salad Bar
- Taco Bar

EXCEL IN THE KITCHEN

- | | |
|----------------------------|---------------------|
| ■ Camper Tabs or Purchases | ■ P&Ls and Budgets |
| ■ Coke Inventory | ■ Produce Orders |
| ■ Dish Inventory | ■ Production Charts |
| ■ Food Inventory | ■ Production Yields |
| ■ GFS (Food) To Order | ■ Rebate Tracking |
| ■ Menus (production) | ■ Recipe Books |
| | ■ Recipe Scaling |
| | ■ Track Invoices |

Why Production Charts?

- Provide a record of usage
- Assist in food ordering
- Lower waste--no over-production
- Prevent food run-outs
- Provide a plan in your absence
- Help define portion size & cost
- Prevent staff interruptions

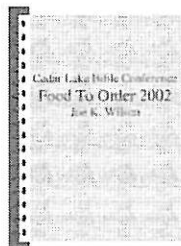
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Dish Inventory

- Maintain Build-Tos
 - Adequate for guest count
 - At least one "turn"
- Complete Silverware Set
- Why?
 - Improves service
 - Reduces costs--breakage

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Organize Forms: Notebooks



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PERSONNEL TOOLS

- Uniform Code
- Employee Evaluation
- New Hire Orientation
- Payroll Deductions
- Phone Lists
- Request Off Calendar
- Schedules
- Staff Purchases
- Status Forms
- Timesheets
- Employee Counseling

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Employee Counseling

- Accountability
- Progression of Warnings
- Not a "Gotcha!" Mentality
 - True Desire to Change Behavior
 - Record For Termination If No Change

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Miscellaneous

- Cleaning Lists
- Equipment Instructions
- Equipment Maintenance Logs
- Food Labels (Day Dots)
- Knife Sharpening
- Labels for Condiments
- Label Storage Areas
- Label Utensil Drawers
- Mailing Labels
- Notebooks for Completed Forms
- Temperature Records

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POWERPOINT & PUBLISHER

- Cooler Storage Diagrams
- Dining Hall Floor Plans
- Freezer Storage Diagrams
- Table Tents
- Signs for Staff
- Posted Menus

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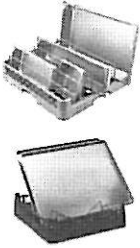
POWERPOINT MENUS

- Menu Examples

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EQUIPMENT SYSTEMS

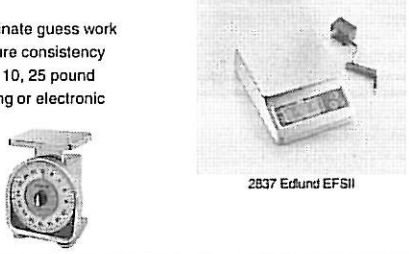
- Dishwashing racks
 - 3 sheet pans
 - 5 hotel pans
 - Open ended options
- Flat rack or pegged?
- Mug or glass or both?



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EQUIPMENT SYSTEMS

- Scales
 - Eliminate guess work
 - Ensure consistency
 - 2, 5, 10, 25 pound
 - Spring or electronic

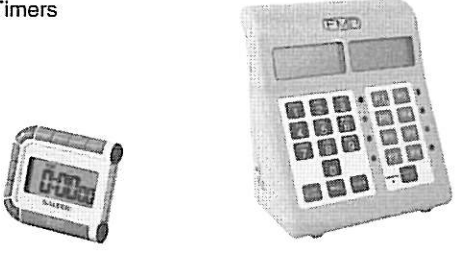


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EQUIPMENT SYSTEMS

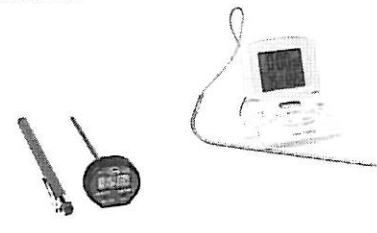
- Timers



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EQUIPMENT SYSTEMS

- Thermometers



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EQUIPMENT SYSTEMS

- You must have tools to work with
 - Dishwashing racks
 - Scales
 - Timers
 - Thermometers
 - Hot holding boxes
- Take away the excuses

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CRITERIA FOR SYSTEMS

- Must Work For You
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- Any Questions?

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