

Labor / Scheduling Workbook Questions

1. What are the five killers of productivity?
2. The Fair Labor Standard Act requires that a Co-worker's records must be made available within how many hours in the event of a Department of Labor Audit?
3. True or False: The Fair Labor Standards Act requires that Co-worker schedules be retained in a chronological file in the restaurant for two years.
4. According to the Operations Manual, Co-workers' schedule should be posted at least _____ days in advance of the start of the schedule.
5. True or False: The number of Guests per hour dictates the number of Co-workers needed during the hour.
6. How is productivity calculated?
7. If your Sunday dinner counts after the rush are lower than expected, what factors should you consider in deciding which Co-worker(s) to send home?

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8. 8. In the Decision Logic System, where do you enter personal information for new Co-workers?
9. What is the function of the Payroll Summary Report in Qu?
10. At what time in the pay period would be most effective for looking at the Overtime Prediction Report
11. After printing the Manager's Shift Card first thing in the morning, what can it be used for?
12. What is the Scheduled vs Actual Report used for? GO to DL