

Labor / Scheduling Workbook Questions KEY

1. What are the five killers of productivity? **Operations Manual > Scheduling and Productivity > Five Killers of Productivity**

Prep, Meat, Opening Hours, Closing Hours, Slow Down

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? **Operations Manual > Scheduling and Productivity > Posting and Record Keeping Requirements**

72

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. **Operations Manual > Scheduling and Productivity > Posting and Record Keeping Requirements**

True

4. According to the Operations Manual, Co-workers' schedule should be posted at least _____ days in advance of the start of the schedule. **Operations Manual > Scheduling and Productivity > Posting and Record Keeping Requirements**

4

5. True or False: The number of Guests per hour dictates the number of Co-workers needed during the hour. **Operations Manual > Scheduling and Productivity > Scheduling**

True

6. How is productivity calculated? **GC MIT Resources > Tier 1 > On Demand Videos > Managing Labor Video > Hourly Labor Productivity Report**

Guest Count ÷ Labor Hours = Productivity

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? **DL Reports> Labor> SvA> View by employee> apply and then look at the projected OT.**

If you have a Co-worker who is close to going into overtime hours (or already over), that should be the first Co-worker sent home.

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8. 8. In the Decision Logic System, where do you enter personal information for new Co-workers? **GC MIT Resources > Tier 1 > On Demand Videos > Adding an Employee in Decision Logic**

Employee Roster

9. What is the function of the Payroll Summary Report in Qu? **Go to Qu> Reports> Labor> Payroll Summary**

Verify that every time edits are properly documented.

Allow Co-workers to verify the accuracy of the shifts they worked.

10. At what time in the pay period would be most effective for looking at who has Overtime? **DL Reports> Labor> SvA> View by employee> apply and then look at the projected OT.**

Every day

11. After printing the Manager's Shift Card first thing in the morning, what can it be used for? **GC MIT Resources > Tier 1 > On Demand Videos > Managing Labor Video > Manager's Shift Card**

Checking the Schedule

Overseeing Co-workers clocking in and out

Writing floor charts

Assigning duties in the kitchen

12. What is the Scheduled vs Actual Report used for? **GO to DL Reports> Labor> SvA> View by date**

Seeing how well labor was managed in each department of the restaurant, by day or week