

Work Schedules

A work schedule creates a flow of work to be done throughout the day. It provides clarity to management and employees on expectations of work to be completed. Schedules:

- Inform employees of work to be completed.
- Explain responsibilities to each employee
- Show sequence of duties with time requirements.
- Achieve good time management.

Work schedules must be customized according to the menus, number of employees and assigned daily hours. Strive for an efficient number of meal equivalents per labor hour (MPLH) to control costs. MPLH may vary according to participation, the types of meal service provided, and the type of meal production (convenience, scratch, speed-scratch, etc.). The samples provided here should not be used as is; rather, they are given as examples to help you get started with making your own work schedules that meet the needs of your school. Even though it is not possible to use these exact schedules, refer to them as a guide to make sure that all labor hours at your school are scheduled to be productive labor hours!

Sample Menu – 500 Meals Per Day (1 serving line)

*31 Labor Hours (16 MPLH)

Week 1 Day 1

Chicken Spinach Alfredo Bake – 150 serving
Hamburger - 330
Berry Parfait – 20 servings
Baked Seasoned Fries - 400
Cucumber Tomato Salad - 225
Hamburger topping cups – lettuce/tomato - 150
Apple Wedges - 200
Mandarin Oranges – 210

Week 1 Day 2

Chilaquiles - 72
Chicken & Waffles - 398
Chicken Tender Salad - 30
Seasoned Green Beans - 240
Romaine Salad w/ choice of dressing - 150
Orange Wedges - 138
Crustless Apple Pie – 125

*NOTE: Additional labor hours for breakfast not included. Breakfast service, such as Breakfast in the Classroom, or other non-traditional service options may impact labor allotment. Some breakfast pre-prep may be scheduled during less busy times for lunch preparation and service.



WORK SCHEDULE: 500 Lunches

WEEK 1 DAY 1

(To be completed for Each Day of Each Menu Cycle)

POSITION	1 MANAGER	2	3	4
NUMBER OF HOURS	8	6 (7am - 2pm)	5 (8am - 1:30pm)	4 (9:30am - 1:30pm)
6:30 - 6:45	Check storage temps/Roll out buns from freezer/roll hamburgers into cooler			
6:45 - 7:00	Breakfast setup			
7:00 - 7:15		Help Mgr. w/ breakfast/sanitizer buckets		
7:15 - 7:30	Cashier breakfast	Serve breakfast		
7:30 - 7:45				
7:45 - 8:00	Put away breakfast/clean lines	Help Mgr. clean lines		
8:00 - 8:15	Count money/ Prepare cash drawers	Prepare 6 pans of chicken alfredo – Store in cooler	Prepare cucumber tomato salad – see recipe	
8:15 - 8:30	Pull breakfast for Tuesday			
8:30 - 8:45		Place alfredo in cooler/cleanup		
8:45 - 9:00		Pan 11 bags of fries, rack, place in freezer		
9:00 - 9:15		Help with lettuce/tomato cups		
9:15 - 9:30	Check food production status	Bake 3 pans of Alfredo at 9:30	Lettuce/tomato cups – start with 150	
9:30 - 9:45	Help portion apples	Lunch break		Wedge 100 apples – Use lemon and pineapple juice on apples
9:45 - 10:00			Lunch break	Portion apples in cups
10:00 - 10:15		Bake 3 sheet pans of hamburgers for 1 st lunch		
10:15 - 10:30	Check serving lines/ verify temps	Bake 1 st lunch fries – 3 pans	Set up line	Set up line
10:30 - 10:45		Bake remaining alfredos	Serve	Serve
10:45 - 11:00		Runner for lunch:		
11:00 - 11:15		Bake fries, hamburgers as needed		
11:15 - 11:30		Pan chicken & waffles for Tues.		
11:30 - 11:45		(Include chicken for 30 salads)		
11:45 - 12:00		Put 10 cans sliced apples on cart		
12:00 - 12:15				
12:15 - 12:30				
12:30 - 12:45	Identify quality leftovers	Clean up kitchen	Breakdown line/cleanup	Breakdown line/cleanup
12:45 - 1:00	Count cash drawers		Kitchen cleanup	Cool and store leftovers
1:00 - 1:15	Production records	Leave 1 pm	Floors	Record temps of cooled foods
1:15 - 1:30	End of day reports			Floors
1:30 - 1:45			Leave 1:30 pm	Leave 1:30 pm
1:45 - 2:00				

Manager continues with end of day till 2:30.



WORK SCHEDULE

WEEK 1 DAY 1

(To be completed for Each Day of Each Menu Cycle)

POSITION	5	6		
NUMBER OF HOURS	4 (9:30am - 1:30pm)	4 (10:00am - 2pm)		
6:30 - 6:45				
6:45 - 7:00				
7:00 - 7:15				
7:15 - 7:30				
7:30 - 7:45				
7:45 - 8:00				
8:00 - 8:15				
8:15 - 8:30				
8:30 - 8:45				
8:45 - 9:00				
9:00 - 9:15				
9:15 - 9:30				
9:30 - 9:45	Prepare 20 parfaits			
9:45 - 10:00				
10:00 - 10:15	Load milkbox/help set up line with condiments	Mandarin oranges – 10 cans/drain and pan		
10:15 - 10:30	Cash box	Help with condiments/line		
10:30 - 10:45	Cashier	Dishroom – set up pot and pan sink		
10:45 - 11:00		Finish lettuce/tomato cups and return to dishroom		
11:00 - 11:15				
11:15 - 11:30				
11:30 - 11:45				
11:45 - 12:00				
12:00 - 12:15				
12:15 - 12:30				
12:30 - 12:45	Count cash drawer			
12:45 - 1:00	Kitchen cleanup/floors			
1:00 - 1:15	11 cans Green beans on cart for Tuesday			
1:15 - 1:30	Confirm deposit with Mgr.			
1:30 - 1:45	Leave 1:30 pm	Shutdown dishmachine/floors		
1:45 - 2:00		Leave 2 pm		

Manager continues with end of day till 2:30.



WORK SCHEDULE: 500 Lunches

WEEK 1 DAY 2

(To be completed for Each Day of Each Menu Cycle)

POSITION	1 MANAGER	2	3	4
NUMBER OF HOURS	8	6 (7am - 2pm)	5 (8am - 1:30pm)	4 (9:30am - 1:30pm)
6:30 - 6:45	Check storage temps/Roll chicken/waffles into cooler			
6:45 - 7:00	Breakfast setup			
7:00 - 7:15		Help Mgr. w/ breakfast/sanitizer buckets		
7:15 - 7:30	Cashier breakfast	Serve breakfast		
7:30 - 7:45				
7:45 - 8:00				
8:00 - 8:15	8:15 Put away breakfast/clean lines	Mise en place 3 pans of chilaquiles	150 Romaine salad cups/chop Romaine/toppings for 30 chicken tender salads	
8:15 - 8:30				
8:30 - 8:45	Count money/ Prepare cash drawers	Prepare crustless apple pie – see recipe		
8:45 - 9:00	Pull breakfast for Tuesday			
9:00 - 9:15				
9:15 - 9:30	Check food production status – Prepare school made Ranch dressing	Bake and cool tenders for salad	Bake crustless apple pies	
9:30 - 9:45		Lunch break	Put 1 pan chilaquiles in oven at 9:45	Cook green beans and leave simmering in kettle
9:45 - 10:00			Lunch break	Wedge 138 oranges – 4 inch black pan
10:00 - 10:15	Help finish dressing cups, if necessary			
10:15 - 10:30	Check serving lines/ verify temps	Bake chicken and waffles for 1 st lunch	Set up line	Set up line
10:30 - 10:45		Bake second pan of chilaquiles	Serve	Serve
10:45 - 11:00		Runner for lunch:		
11:00 - 11:15		Bake rest of chilaquiles		
11:15 - 11:30		Batch cook chicken & waffles		
11:30 - 11:45		Pan green beans as needed		
11:45 - 12:00		Thaw BBQ for Wed – 6 bags		
12:00 - 12:15		Pan 20 lbs corn – four 2 inch perf. pans for Wed/cooler		
12:15 - 12:30				
12:30 - 12:45	Identify quality leftovers	Clean up kitchen	Breakdown line/cleanup	Breakdown line/cleanup
12:45 - 1:00	Count cash drawers		Help with kitchen cleanup	Cool, label, and store leftovers
1:00 - 1:15	Production records	Leave 1 pm	Floors	Record temps of cooled foods
1:15 - 1:30	End of day reports			Floors
1:30 - 1:45			Leave 1:30 pm	Leave 1:30 pm
1:45 - 2:00				

Manager continues with end of day till 2:30.



WORK SCHEDULE

WEEK 1 DAY 2

(To be completed for Each Day of Each Menu Cycle)

POSITION	5	6		
NUMBER OF HOURS	4 (9:30am - 1:30pm)	4 (10:00am - 2pm)		
6:30 - 6:45				
6:45 - 7:00				
7:00 - 7:15				
7:15 - 7:30				
7:30 - 7:45				
7:45 - 8:00				
8:00 - 8:15				
8:15 - 8:30				
8:30 - 8:45				
8:45 - 9:00				
9:00 - 9:15				
9:15 - 9:30				
9:30 - 9:45	Prepare 30 chicken tender salads			
9:45 - 10:00				
10:00 - 10:15	Load milkbox/help set up line with condiments	Prepare 170 Ranch dressing cups – Store in pass thru; help with salad prep if needed.		
10:15 - 10:30	Set up cash box			
10:30 - 10:45	Cashier	Dishroom – Set up pot and pan sink		
10:45 - 11:00				
11:00 - 11:15		Wash and scrub sweet potatoes in produce sink during down time:		
11:15 - 11:30		Store standing up on end in pan to dry		
11:30 - 11:45				
11:45 - 12:00				
12:00 - 12:15				
12:15 - 12:30				
12:30 - 12:45	Count cash drawer			
12:45 - 1:00	Kitchen cleanup/floors			
1:00 - 1:15	Put 10 cans pineapple tidbits on cart			
1:15 - 1:30	Confirm deposit with Mgr.			
1:30 - 1:45	Leave 1:30 pm	Shutdown dishmachine/clean floors		
1:45 - 2:00		Leave 2 pm		

Manager continues with end of day till 2:30.

Sample Menu – 1000 Meals Per Day (2 serving lines)

*52 Labor Hours (19 MPLH) – 1 hour banked

Week 1 Day 1

Chicken Spinach Alfredo Bake – 300 servings
Hamburger – 660 servings
Berry Parfait – 40 servings
Baked Seasoned Fries - 800
Cucumber Tomato Salad - 450
Hamburger topping cups – lettuce/tomato - 150
Apple Wedges - 400
Mandarin Oranges – 420

Week 1 Day 2

Chilaquiles - 144
Chicken & Waffles - 796
Chicken Tender Salad - 60
Seasoned Green Beans - 480
Romaine Salad w/ choice of dressing - 300
Orange Wedges - 276
Crustless Apple Pie – 250

*NOTE: Additional labor hours for breakfast not included. Breakfast service, such as Breakfast in the Classroom, or other non-traditional service options may impact labor allotment. Some breakfast pre-prep may be scheduled during less busy times for lunch preparation and service.



WORK SCHEDULE: 1000 Lunches

WEEK 1 DAY 1

(To be completed for Each Day of Each Menu Cycle)

POSITION	1 MANAGER	2	3	4
NUMBER OF HOURS	8	6 (7:30am - 2pm)	5.5 (7am - 1pm)	5.5 (8am - 2pm)
6:30 - 6:45	Check storage temps/Roll out buns from freezer/roll hamburgers into cooler			
6:45 - 7:00	Breakfast setup			
7:00 - 7:15			Help Mgr. w/ breakfast/sanitizer buckets	
7:15 - 7:30	Cashier breakfast		Serve breakfast	
7:30 - 7:45		Prepare 12 pans of chicken alfredo		
7:45 - 8:00			Put away breakfast/clean lines	
8:00 - 8:15				Prepare cucumber tomato salad with school made Ranch – see recipe
8:15 - 8:30			Pull breakfast for Tuesday	
8:30 - 8:45	Count money/ Prepare cash drawers	Place alfredo in cooler/cleanup		
8:45 - 9:00				
9:00 - 9:15		Pan 2 cases of fries, rack, place in freezer		
9:15 - 9:30	Check food production status		Prepare hamburgers – buns on line	
9:30 - 9:45		9:40 – bake 8 chicken alfredo	Bake 5 pans of Hamburgers for 1 st lunch	
9:45 - 10:00		Lunch break	Lunch break	Lunch break
10:00 - 10:15	Check serving lines/ verify temps			
10:15 - 10:30		Bake 1 st lunch fries – 6 pans		
10:30 - 10:45	Lunch Break	Bake remaining alfredos	Serve line 1	Serve line 2
10:45 - 11:00		Runner for lunch:		
11:00 - 11:15	Supervise lunch service and assist with batch cooking and restocking the line as needed.	Bake fries, hamburgers as needed		
11:15 - 11:30		Pan chicken & waffles for Tues.		
11:30 - 11:45		(Include chicken for 60 salads)		
11:45 - 12:00		Put 20 canned apples on cart		
12:00 - 12:15				
12:15 - 12:30				
12:30 - 12:45	Identify quality leftovers	Clean up kitchen	Breakdown line/cleanup	Breakdown line/cleanup
12:45 - 1:00	Count cash drawers			Cool and store leftovers
1:00 - 1:15	Production records		Leave 1 pm	Record temps of cooled foods
1:15 - 1:30	End of day reports			
1:30 - 1:45		Floors		Help with kitchen cleanup
1:45 - 2:00		Leave 2 pm		Leave 2 pm

Manager continues with end of day till 2:30.



WORK SCHEDULE

WEEK 1 DAY 1

(To be completed for Each Day of Each Menu Cycle)

POSITION	5	6	7	8
NUMBER OF HOURS	5 (8:30am - 2pm)	5 (8:30am - 2pm)	4 (10:00am - 2pm)	4 (10:00am - 2pm)
6:30 - 6:45				
6:45 - 7:00				
7:00 - 7:15				
7:15 - 7:30				
7:30 - 7:45				
7:45 - 8:00				
8:00 - 8:15				
8:15 - 8:30				
8:30 - 8:45	Wedge 200 apples – 4 inch black pan	Drain and pan 20 cans mandarin oranges - 4 inch black pan		
8:45 - 9:00				
9:00 - 9:15		Start lettuce/tomato cups - 150		
9:15 - 9:30				
9:30 - 9:45	Clean grapes to garnish apple pans (1 bunch per pan)			
9:45 - 10:00				
10:00 - 10:15	Lunch break	Lunch break	Load milkbox/help set up line with condiments	Load milkbox/help setup line with condiments
10:15 - 10:30			Cash box	Cash box
10:30 - 10:45	Serve line 1	Serve line 2	Cashier line 1	Cashier line 2
10:45 - 11:00				
11:00 - 11:15				
11:15 - 11:30				
11:30 - 11:45				
11:45 - 12:00				
12:00 - 12:15				
12:15 - 12:30				
12:30 - 12:45	Breakdown line/help with leftovers	Breakdown line/help with leftovers	Count cash drawer	Count cash drawer
12:45 - 1:00	Kitchen cleanup/floors	Kitchen cleanup/floors	Kitchen cleanup/floors	Help in dishroom
1:00 - 1:15				
1:15 - 1:30				
1:30 - 1:45	Green beans on cart for Tues	Floors	Confirm deposit with Mgr.	Floors
1:45 - 2:00	Leave 2 pm	Leave 2 pm	Leave 2 pm	Leave 2 pm

Manager continues with end of day till 2:30.



WORK SCHEDULE

WEEK 1 DAY 1

(To be completed for Each Day of Each Menu Cycle)

POSITION	9	10		
NUMBER OF HOURS	4 (10:00am - 2pm)	4 (10:00am - 2pm)		
6:30 - 6:45				
6:45 - 7:00				
7:00 - 7:15				
7:15 - 7:30				
7:30 - 7:45				
7:45 - 8:00				
8:00 - 8:15				
8:15 - 8:30				
8:30 - 8:45				
8:45 - 9:00				
9:00 - 9:15				
9:15 - 9:30				
9:30 - 9:45				
9:45 - 10:00				
10:00 - 10:15	Sanitizer buckets/help set up line with condiments	Prepare dishroom - Pot and pan sink setup		
10:15 - 10:30				
10:30 - 10:45	Dishroom	Dishroom		
10:45 - 11:00		Prepare additional lettuce/tomato cups if needed and return to dishroom		
11:00 - 11:15				
11:15 - 11:30				
11:30 - 11:45				
11:45 - 12:00				
12:00 - 12:15				
12:15 - 12:30				
12:30 - 12:45				
12:45 - 1:00				
1:00 - 1:15				
1:15 - 1:30				
1:30 - 1:45	Shutdown and clean dishmachine and dish room	Floors		
1:45 - 2:00	Leave 2 pm	Leave 2 pm		

Manager continues with end of day till 2:30.



WORK SCHEDULE: 1000 Lunches

WEEK 1 DAY 2

(To be completed for Each Day of Each Menu Cycle)

POSITION	1 MANAGER	2	3	4
NUMBER OF HOURS	8	6 (7:30am - 2pm)	5.5 (7am - 1pm)	5.5 (8am - 2pm)
6:30 - 6:45	Check storage temps/Roll chicken & waffles into cooler			
6:45 - 7:00	Breakfast setup			
7:00 - 7:15			Help Mgr. w/ breakfast/sanitizer buckets	
7:15 - 7:30	Cashier breakfast		Serve breakfast	
7:30 - 7:45		Mise en place 6 pans of chilaquiles		
7:45 - 8:00			Put away breakfast/clean lines	
8:00 - 8:15				300 Romaine salad cups/chop Romaine for 60 chicken tender salads
8:15 - 8:30		Prepare crustless apple pie	Pull breakfast for Tuesday	
8:30 - 8:45	Count money/ Prepare cash drawers			
8:45 - 9:00		Bake and cool tenders for salads		
9:00 - 9:15		Prepare 3 pans of chilaquiles	Make Ranch dressing – 200 cups	
9:15 - 9:30	Check food production status – Help with dressing cups			
9:30 - 9:45		Apples and 3 pans of chilaquiles in oven 9:40	Bake chicken & waffles for 1 st lunch	
9:45 - 10:00		Lunch break – take timer!	Lunch break	Lunch break
10:00 - 10:15	Check serving lines/ verify temps			
10:15 - 10:30	Check serving lines/ verify temps	Bake 1 st lunch fries	Set up line	Set up line
10:30 - 10:45	Lunch break	Runner for lunch:	Serve line 1	Serve line 2
10:45 - 11:00		Bake rest of chilaquiles		
11:00 - 11:15	Supervise lunch service and assist with batch cooking and restocking the line as needed.	Batch cook chicken & waffles		
11:15 - 11:30		Pan green beans as needed		
11:30 - 11:45		Thaw BBQ – 12 bags		
11:45 - 12:00		Pan corn in perf. pans for Wed/ put in cooler – 40 lbs/5per pan		
12:00 - 12:15				
12:15 - 12:30				
12:30 - 12:45	Identify quality leftovers		Breakdown line/cleanup	Breakdown line/cleanup
12:45 - 1:00	Count cash drawers	Clean up kitchen		Cool and store leftovers
1:00 - 1:15	Production records		Leave 1 pm	Record temps of cooled foods
1:15 - 1:30	End of day reports			Help with kitchen cleanup
1:30 - 1:45		Floors		Floors
1:45 - 2:00		Leave 2 pm		Leave 2 pm

Manager continues with end of day till 2:30.



WORK SCHEDULE

WEEK 1 DAY 2

(To be completed for Each Day of Each Menu Cycle)

POSITION	5	6	7	8
NUMBER OF HOURS	5 (8:30am - 2pm)	5 (8:30am - 2pm)	4 (10:00am - 2pm)	4 (10:00am - 2pm)
6:30 - 6:45				
6:45 - 7:00				
7:00 - 7:15				
7:15 - 7:30				
7:30 - 7:45				
7:45 - 8:00				
8:00 - 8:15				
8:15 - 8:30				
8:30 - 8:45	Prepare green beans in kettle – simmer	Wedge 276 oranges - 4 inch black pan		
8:45 - 9:00				
9:00 - 9:15	Prepare 60 chicken tender salads			
9:15 - 9:30		Help with salad prep		
9:30 - 9:45				
9:45 - 10:00				
10:00 - 10:15	Lunch break	Lunch break	Load milkbox/help set up line with condiments	Load milkbox/help setup line with condiments/sanitizer buckets
10:15 - 10:30			Cash box	Cash box
10:30 - 10:45	Serve line 1	Serve line 2	Cashier line 1	Cashier line 2
10:45 - 11:00				
11:00 - 11:15				
11:15 - 11:30				
11:30 - 11:45				
11:45 - 12:00				
12:00 - 12:15				
12:15 - 12:30				
12:30 - 12:45	Breakdown line/help with leftovers	Breakdown line/help with leftovers	Count cash drawer	Count cash drawer
12:45 - 1:00	Kitchen cleanup/floors	Kitchen cleanup/floors	Kitchen cleanup/floors	Help in dishroom
1:00 - 1:15				
1:15 - 1:30				
1:30 - 1:45		Floors	Confirm deposit with Mgr.	Floors
1:45 - 2:00	Leave 2 pm	Leave 2 pm	Leave 2 pm	Leave 2 pm

Manager continues with end of day till 2:30.



WORK SCHEDULE

WEEK 1 DAY 2

(To be completed for Each Day of Each Menu Cycle)

POSITION	9	10		
NUMBER OF HOURS	4 (10:00am – 2pm)	4 (10:00am – 2pm)		
6:30 - 6:45				
6:45 - 7:00				
7:00 - 7:15				
7:15 - 7:30				
7:30 - 7:45				
7:45 - 8:00				
8:00 - 8:15				
8:15 - 8:30				
8:30 - 8:45				
8:45 - 9:00				
9:00 - 9:15				
9:15 - 9:30				
9:30 - 9:45				
9:45 - 10:00				
10:00 - 10:15	Pan green beans for 2 lines	Help with line setup/ sanitizer bucks		
10:15 - 10:30	Help with line set up.	Prepare dishroom - Pot and pan sink setup		
10:30 - 10:45	Dishroom	Dishroom and assist where needed.		
10:45 - 11:00	Wash and scrub 150 sweet potatoes in produce sink during down time:			
11:00 - 11:15	Store standing up on end in pan to dry			
11:15 - 11:30	Dishroom and assist where needed.			
11:30 - 11:45				
11:45 - 12:00				
12:00 - 12:15				
12:15 - 12:30				
12:30 - 12:45				
12:45 - 1:00				
1:00 - 1:15				
1:15 - 1:30				
1:30 - 1:45	Shutdown and clean dishmachine and dishroom	Floors		
1:45 - 2:00	Leave 2 pm	Leave 2 pm		

Manager continues with end of day till 2:30.



WORK SCHEDULE

WEEK _____ DAY _____

(To be completed for Each Day of Each Menu Cycle)

POSITION NUMBER OF HOURS	1 MANAGER 8	2	3	4
6:30 - 6:45				
6:45 - 7:00				
7:00 - 7:15				
7:15 - 7:30				
7:30 - 7:45				
7:45 - 8:00				
8:00 - 8:15				
8:15 - 8:30				
8:30 - 8:45				
8:45 - 9:00				
9:00 - 9:15				
9:15 - 9:30				
9:30 - 9:45				
9:45 - 10:00				
10:00 - 10:15				
10:15 - 10:30				
10:30 - 10:45				
10:45 - 11:00				
11:00 - 11:15				
11:15 - 11:30				
11:30 - 11:45				
11:45 - 12:00				
12:00 - 12:15				
12:15 - 12:30				
12:30 - 12:45				
12:45 - 1:00				
1:00 - 1:15				
1:15 - 1:30				
1:30 - 1:45				
1:45 - 2:00				

Manager continues with end of day till 2:30; additional sheet necessary for greater than 4 staff