



TIME-WASTER CHECKLIST

Please review this list of kitchen and dining tasks. After going through the list, work to identify ways to increase efficiencies, or contact your Martin Bros. representative to learn more about solutions that might work for you.

ORDERING / INVENTORY / STORAGE

✓ **TASK:**

| |
|---|
| 1. How much time do you take to put in weekly food order? Is your order organized? |
| 2. Do you take inventory before placing order? |
| 3. Do you have a list of upcoming menu ingredients ready for ordering or do you need to check recipes and figure amounts needed by hand? |
| 4. How much time do you spend on kitchen supplies order, janitorial order, etc.? |
| 5. Are you coding your invoices after receiving your orders? |
| 6. How much time does it take to put food order away? |
| 7. How often are you making trips to grocery store? |
| 8. Could you plan for better storage of food to offer efficiencies and cost savings (ie- bigger storage option to lessen ordering and delivery days, storage of food close to kitchen, etc.)? |

MENU / GUESTCARDS

✓ **TASK:**

| |
|---|
| 1. Do you write your own menu? |
| 2. How do you track food preferences of your guests? |
| 3. If you use selective menus/guestcards, do you spend time trying to get the paper cards back with resident selections in a timely manner? |
| 4. After receiving paper selective menus back from residents, is someone tallying by hand? |
| 5. Do you develop diet spreadsheets for your therapeutic diets? |
| 6. How many different diets do you offer at your community? |
| 7. Do you have less staff available to work in evenings or weekends? Do your menus accommodate this? |



MENU / GUESTCARDS

✓ TASK:

| | |
|--|--|
| | 8. Do you use quantified recipes to avoid overproduction? |
| | 9. Are you typing up weekly or daily menus to post in your community? |
| | 10. What would staff say is the most time-consuming meal or menu item to make? |

KITCHEN

✓ TASK:

| | |
|--|--|
| | 1. Do you have an efficient way to use up leftovers? |
| | 2. Have you observed staff during shifts for possible efficiency strategies to implement? Are some employees working faster and more efficient than others? |
| | 3. Have you asked staff for ideas on how to make duties more efficient? |
| | 4. Does the cook have to plan their own pre-prep for menu or is it done for them? |
| | 5. Is there equipment available to make a job more efficient (ie – bussing bins for clearing dining room tables)? Do you have enough carts for kitchen staff use? |
| | 6. Do you pre-soak dishes to avoid time scrubbing? |
| | 7. Do you avoid chef salads or extra garnishes on menu due to time it takes for service? |
| | 8. Do you pre-pour beverages or offer beverage service? |
| | 9. Is there equipment available to streamline cooking processes (ie – combi oven, conveyor toaster, electric can opener, etc.)? How much time would this save your cook? |
| | 10. Is kitchen staff proficient in slicing/dicing of fruit and vegetables when needed? Do you purchase pre-cut fruit and vegetables or have efficient slicers, dicers, wedgers in use? |
| | 11. How often are you doing staff trainings? Are they beneficial? Would short, 10-minute huddle trainings work? |
| | 12. Do you use automatic mixing station for chemicals? |
| | 13. Are you wrapping silverware for each meal? |
| | 14. What type of snacks are offered in your community? Are they made in-house or pre-packaged? |
| | 15. How many puréed or mechanical soft diets do you prepare for? Is the process of texture-modified foods a large part of production day? |

