



TEACH IT FORWARD

WORK SIMPLIFICATION

<i>PLAN IT</i>	<i>Completed/ Comments</i>
Supplies/Materials <ol style="list-style-type: none"> 1. Sheet trays 2. No. 8 disher 3. 4 oz. spoodle 4. Cans of applesauce 5. 5 ounce portion cups 	
Location <ul style="list-style-type: none"> • Kitchen Production Area -Work stations for practice and scooping applesauce 	
Date, Time, Duration Day: _____; Time: _____; Duration: 15 Minutes	
Resources and Talking Points <ol style="list-style-type: none"> 1. Work simplification principles 2. NC K-12 Virtual Audio Visual (VAV) materials "Mise en place" and "Work Simplification" 3. NC K-12 Culinary Institute Video Clip on <i>Work Simplification</i> 	
Demonstration and Activities <ul style="list-style-type: none"> • Portioning activity 	
NOTES: <i>The In-Service TIF can serve as a pre-prep period for portioning of applesauce or any other individually portioned item for service.</i>	



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<i>PRESENT IT</i>	<i>Comments</i>
<p>KNOW – 3 minutes Knowledge Transfer</p>	
<ol style="list-style-type: none"> 1. Work Simplification Overview - SAY: <i>We are all challenged with working smarter to improve efficiencies and quality of service AND maximize our inputs so we are not dead tired at the end of the day.</i> 2. Work Simplification Principles – SAY: <i>We can work more efficiently and effectively if we plan ahead and think about when, where and who will complete tasks. SHOW:</i> VAV “<i>Mise en place</i>”. SAY: <i>Mise en place means “everything in its place”. How we organize the work area will make a big difference in amount of energy inputs required. SHOW:</i> VAV “<i>Work Simplification</i>”. SAY: <i>Sometimes we work in teams using an assembly line approach. This works well for sandwich making or pizzas. Today we will practice different approaches to portioning sauces into individual serving cups and determine which method and portioning tool is most efficient when we work by ourselves. ASK:</i> Who would like to leave at the end of the day not feeling so tired? 	
<p>SHOW – 4 minutes</p>	
<ol style="list-style-type: none"> 1. Production Planning – SAY: <i>Rather than making multiple trips around the kitchen to gather our ingredients and supplies, we can use a cart. The work area can be set up to avoid excessive reaching and lifting. SHOW:</i> <i>how area set up with sheet pan, portion cups and scoop. SHOW:</i> <i>NC K-12 Culinary Institute Video Clip on Work Simplification. Pause video as instructed and ask participants for feedback.</i> 2. Summarize – SAY: <i>we saw in the video how mise en place and organization of work area influence efficiency of work.</i> 	
<p>DO – 7 minutes</p>	
<p>Practice and Apply – Work individually.</p> <ul style="list-style-type: none"> • Set up work area for portioning of applesauce. Select portioning tool to use. • At the word GO, fill as many portion cups as possible. Time for one minute. • After review and discuss. Which method and tool resulted in greatest number of cups filled? Review quality aspects – appearance, consistency, cleanliness of work area. • ASK participants to identify useful techniques. <p>LISTEN, WATCH and COACH Facilitator monitors actions – emphasize work heights, use of both hands, set up. Correct as needed.</p>	



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RECAP – 1 minute

SAY:

- You have had an opportunity to practice effective and efficient work set up. Planning and organization are the essence of mise en place. You have the skills to work smarter not harder – these will improve efficiency and your energy levels!
- **CONGRATULATIONS!** You have earned a Certificate of Completion for .25 hours in the Learning Topic of Food Production.