Chapter 9

Activity 5: Scheduling Practice

In this activity you will use the actual labor scheduler to complete a minimum of three schedules. The first time you'll shadow the more experienced scheduler; the second time you'll do it together and the third time, the manager will shadow you.

Activity

1. Build a fixed model schedule
    a. There must be a manager or key-holder in the store at all times.
    b. Store hours are from 6:30AM-8PM seven days per week

Team Members

- General manager works five 10-hour days.
- Assistant manager works five 10-hour days
- Key-holder works one day and four nights; works in the day from 10-2; at night from 4-close
- Full time team member-(Sally) works 35 hours; off on Wednesdays
- Full time team member (John) works 35 hours in 4 days; off weekends
- Full time team member (Craig) works 32 hours; available at any time
- Three part-time team members (Britt, Steve and Teddy)work 20 hours per week; night only (after 4 pm)
- Three full time team members (Brianna, Bo and Billy)work 25 hours per week; anytime
- Two part time team members (Robert and Andrea) ; weekend days only

Build a variable model schedule using the following assumptions:
Build a schedule: complete three schedules using the following parameters:

1. sales = $20,000/week

- 20% labor cost
- minimal scheduling: 2 to open; 4 at peak hours; 2 to close
- same team members as above

What questions, or struggles do you have scheduling?

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How can you improve the efficiency of scheduling?

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First time:

Scheduling	Completed Score (1-5)	Instructor Initials/ Date	Notes
Identify labor $ available			
Identify hours available			
Create Labor schedule			

Second time:

Scheduling	Completed Score (1-5)	Instructor Initials/ Date	Notes
Identify labor $ available			
Identify hours available			
Create Labor schedule			

Third time:

Scheduling	Completed Score (1-5)	Instructor Initials/ Date	Notes
Identify labor $ available			
Identify hours available			
Create Labor schedule			