



## **PARTICIPANT HANDOUTS**

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## **INTRODUCTION**

The purpose of this satellite seminar, *Work Simplification*, is to allow child nutrition professionals to see how to use work simplification to increase efficiency while providing the highest quality of service in their operation. Situations will be identified where work simplification can benefit the food service operation.

The objectives of work simplification are to:

- Minimize waste, poor food quality, and accidents
- Increase effectiveness of each activity
- Eliminate duplication of activities
- Make work safer and less fatiguing
- Develop an attitude of willingness to change among employees



## **PRETEST ON WORK SIMPLIFICATION**

1. The main purpose of work simplification is to keep me from being tired.
  - a. True
  - b. False
2. The three parts of a task are:
  - a. Get ready, get set, go.
  - b. Read the recipe, get all items, cook.
  - c. Get ready, do the job, put away.
  - d. Who, what, when.
3. Work simplification:
  - a. Reduces food quality.
  - b. Allows duplication of activities.
  - c. Increases effectiveness.
  - d. All of the above.
4. "Applying the new method" is a step in work simplification.
  - a. True
  - b. False
5. The first two steps of work simplification are to:
  - a. Identify and list tasks; then work out a better method.
  - b. Question and challenge every detail.
  - c. Select the job to be improved and identify and list tasks.
  - d. None of the above.
6. Using both hands at the same time is an example of a work simplification principle.
  - a. True
  - b. False
7. The normal reach of most people is:
  - a. 9 to 12 inches.
  - b. 12 to 14 inches.
  - c. 15 to 20 inches.
  - d. None of the above.
8. Workstations should be cleaned and replenished at the end of the task or the end of the day.
  - a. True
  - b. False
9. One of the most valuable pieces of equipment for work simplification and energy efficiency is:
  - a. Energy efficient oven and steamer.
  - b. Work table at the correct height.
  - c. Utility cart.
  - d. Mixer.
10. Jobs that take large amounts of material, energy, or time lend themselves to work simplification.
  - a. True
  - b. False



## **CONSIDERING WORK SIMPLIFICATION JOBS IN YOUR OPERATION**

**List jobs in your operation that are possibilities for work simplification.**

- 1.
- 2.
- 3.
- 4.
- 5.

## **WORK SIMPLIFICATION IN PRACTICE**

**List work simplification ideas that you are already using in your operation.**

- 1.
- 2.
- 3.
- 4.
- 5.



## **FIVE BASIC STEPS TO WORK SIMPLIFICATION**

**Use the five basic steps to work simplification to explore possibilities for work simplification in your operation.**

**Step 1: Select the job to be improved.**

**Step 2: Identify and list tasks.**

**Step 3: Question and challenge each operation and detail.**

**Step 4: Work out a better method.**

**Step 5: Apply the new method.**



## **POSTTEST ON WORK SIMPLIFICATION**

1. Work simplification:
  - a. Reduces food quality.
  - b. Allows duplication of activities.
  - c. Increases effectiveness.
  - d. All of the above.
2. The normal reach of most people is:
  - a. 9 to 12 inches.
  - b. 12 to 14 inches.
  - c. 15 to 20 inches.
  - d. None of the above.
3. The main purpose of work simplification is to keep me from being tired.
  - a. True
  - b. False
4. Work stations should be cleaned and replenished at the end of the task or at the end of the day.
  - a. True
  - b. False
5. Jobs that take large amounts of material, energy, or time lend themselves to simplification.
  - a. True
  - b. False
6. One of the most valuable pieces of equipment for work simplification and efficiency is:
  - a. Energy efficient oven and steamer.
  - b. Work table at the correct height.
  - c. Utility cart.
  - d. Mixer.
7. The three parts of a task are:
  - a. Get ready, get set, go.
  - b. Read the recipe, get all items, cook.
  - c. Get ready, do the job, put away.
  - d. Who, what, when.
8. Applying the new method is a step in work simplification.
  - a. True
  - b. False
9. Using both hands at the same time is an example of a work simplification principle.
  - a. True
  - b. False
10. The first two steps of work simplification are to:
  - a. Identify and list tasks; then work out a better method.
  - b. Question and challenge every detail.
  - c. Select the job to be improved and identify and list tasks.
  - d. None of the above.



## REFERENCES AND RESOURCES

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## Pretest/Posttest Answer Keys

**Pretest**                    1. b, 2. c, 3. c, 4. a, 5. c, 6. a, 7. b, 8. a, 9. c, 10. a

**Posttest**                   1. c, 2. b, 3. b, 4. a, 5. a, 6. c, 7. c, 8. a, 9. a, 10. c

**WORK SIMPLIFICATION**  
April 25, 2001  
A National Satellite Seminar



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The University of Mississippi

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