

CHEF EXPERTISE

Staffing Optimization Worksheet

Introduction

Staffing is one of the largest expenses for any restaurant, but with the right strategy, it can also be one of your greatest assets. This **Staffing Optimization Worksheet** will help you align your schedules with operational needs, reduce labor costs, and ensure the right people are in the right places at the right times. Use this resource to create an efficient and flexible staffing plan that supports your team and boosts your bottom line.

Step 1: Analyze Sales Data to Forecast Staffing Needs

Tasks:

- Review historical POS sales data to identify peak and off-peak periods.
- Observe daily sales trends across breakfast, lunch, and dinner services.
- Analyze weekly patterns (e.g., busy weekends or midweek lulls).
- Evaluate seasonal shifts in customer demand.

Tips:

- Compare current data to the same period last year for better insights.
 - Use software tools like 7shifts or HotSchedules for advanced forecasting.
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Step 2: Evaluate Team Placement and Efficiency

Checklist:

- Assess if "aces" (most skilled employees) are scheduled during high-impact times.
- Ensure coverage for all roles, including prep, line cooks, and front-of-house.
- Look for overlap or redundancy in shifts.
- Identify any overtime trends and their causes.

Actionable Tips:

- Rotate team members into high-demand roles to cross-train and increase flexibility.
- Match team members' strengths with specific shift needs.

Step 3: Reduce Labor Costs Without Sacrificing Quality

Checklist:

- Optimize shift lengths to match customer flow (e.g., shorter shifts during lulls).
- Use staggered shift starts to reduce overlap during transitions.
- Train team members to handle multiple roles.
- Leverage part-time or on-call staff during seasonal peaks.

Pro Tip:

Introduce performance incentives for staff who excel in efficiency or flexibility. For example, rewards for meeting labor cost targets or picking up extra responsibilities can motivate your team.

Template: Weekly Staffing Plan

Shift Type	Role	Team Member	Hours Scheduled	Peak Period? (Yes/No)	Notes
Breakfast Shift	Line Cook	John Doe	6:00 AM - 12:00 PM	Yes	Focus on speed of service
Lunch Shift	Prep Cook	Jane Smith	10:00 AM - 3:00 PM	Yes	Assist with pre-lunch prep
Dinner Shift	Server	Mike Johnson	4:00 PM - 10:00 PM	Yes	Strong upselling skills
Closing Shift	Dishwasher	Sarah Lee	8:00 PM - 11:00 PM	No	Focus on deep cleaning

Evaluate and Refine Your Plan

1. **Weekly Reviews:**
 - Assess labor as a percentage of sales and adjust schedules accordingly.
2. **Gather Feedback:**
 - Solicit input from team members about schedule feasibility and efficiency.
3. **Test Changes:**
 - Implement small changes (e.g., staggered shifts) and track their impact over time.
4. **Celebrate Successes:**
 - Acknowledge and reward team members who excel under the new staffing plan.

Maximizing your staffing strategy is just one part of creating a high-performing restaurant operation. At Chefxpertise, we specialize in labor optimization and operational efficiency. Let us help you reduce costs, improve team performance, and enhance guest satisfaction.

[Schedule a Free 13-Point Assessment](#) today to discover how we can fine-tune your staffing strategy and more.

Take the first step toward better staffing—**Download the FREE Staffing Optimization Worksheet** now and start building a more efficient operation!