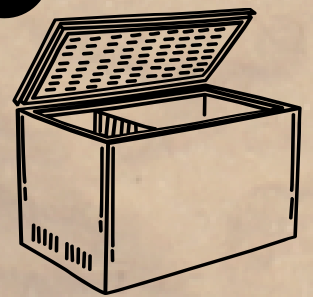


SMALL STEPS TO BIG CHANGES

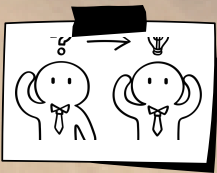


STAY COOL, STAY ORGANISED

Establish Order on Stock Arrangement in the Freezer

CHALLENGES

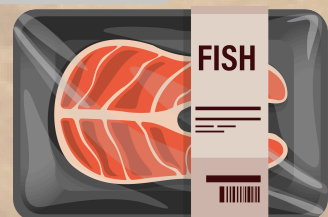
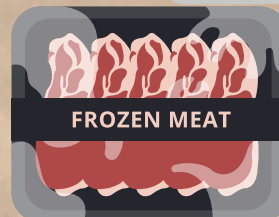
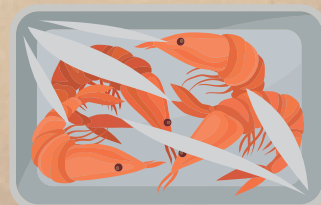
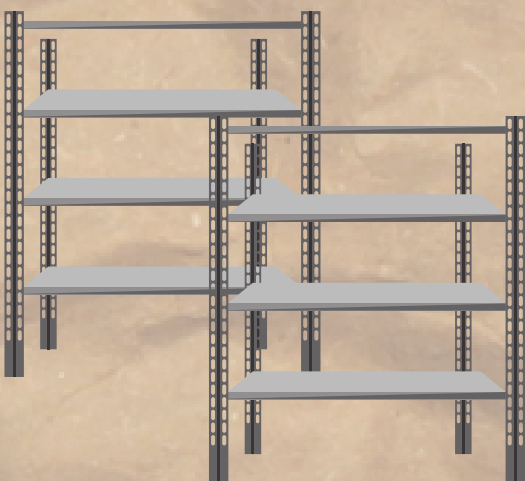
- Stock in the kitchen freezer is often disorganised
- Delivered stock is mixed up due to random stacking, leading to confusion and clutter
- Over-stacking from floor to head height poses safety and accessibility concerns
- Locating specific items can take over 30 minutes, impacting workflow and efficiency.
- Inconsistent arrangement makes First-In-First-Out (FIFO) difficult to follow.
- Reorganisation efforts are short-lived due to the absence of standardised stocking and labelling practices.



IMPLEMENTATIONS

Staff to collaborate on shelf reorganisation:

- Review and rearrange shelf layout collectively
- Label shelves clearly by stock type
- Apply First-In-First-Out (FIFO) system
- Brief kitchen team on updates during roll call



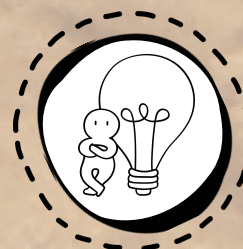
OUTCOMES

- Faster access to ingredients—search time cut from 30 to 10 minutes.
- A tidier freezer keeps stock fresher, reducing waste.
- Time saved means happier, more efficient staff—resulting in better meals served.



THANK YOU FOR SHARING

Chef Steven Tan
Food Service Management



KEY

Exploring all alternatives and suggestions, even the basics.

Any change to improve the work environment goes a long way.

Together, we can create a space where staff can work happily.