

Labor Productivity and Staffing Plan

Plan every paid phase, then compare loaded labor cost, labor percentage, productivity, and capacity with the operating forecast.

Plan or event: _____

Date: _____

Forecast sales: \$ _____

Forecast orders: _____

Service hours: _____

Target labor cost: _____%

Payroll burden: _____%

Target orders/labor hour: _____

Paid labor by phase

Phase or role group	People	Hours each	Hourly wage	Labor hours	Direct wages	Loaded cost
Prep and loading						
Travel and setup						
Service						
Break coverage						
Close and cleanup						
Management or admin						

Plan summary

Total labor hours	_____	Loaded labor cost	\$ _____
Labor cost percentage	_____ %	Labor budget variance	\$ _____
Sales per labor hour	\$ _____	Orders per labor hour	_____
Modeled order capacity	_____	Required sales at target	\$ _____

Coverage and review

Peak service coverage: _____

Break plan and relief owner: _____

Food safety and closing coverage: _____

What changed from forecast: _____

Action, owner, and due date: _____

Include owner labor when the owner performs work that would otherwise require paid coverage. Follow applicable wage, overtime, break, tip, scheduling, classification, and recordkeeping rules.