

Need/Problem/ Opportunity Statement

- The current layout of the freezer is causing problems. Time is wasted looking for items, having to answer questions, moving items to wrong locations, not being able to find inventory, figuring out what needs to be ordered, and incorrect product use.
- Organize the freezer and create labels to make items and places for items easy to identify.

Process Improved/ Changes Made

- Stationary shelving were replaced with wheeled carts that can easily be moved in and out of the freezer.
- Carts were labeled with the days of the week and food orders tailored to the daily menus.
- Different stations have their own wheeled carts (Burger Station, Stir Fry Station, etc.) Specialty items have their own carts (Yogurt Bar, Gluten Free & Vegan, etc.)
- Leftovers carts were designated so items will be used up immediately.
- Food will not be made ahead and stored in the freezer.
- Boxes will not be stacked high so rotation can be maintained.

Wadsworth Hall Big Freezer 5S

The layout of the freezer was causing multiple problems for employees. Utilizing lean tools, the problems were identified and improvements were made.

BEFORE



AFTER



Project Goals

Evaluate the usage of the freezer space and identify waste. Reorganize the items within the freezer to make the flow of work faster. By addressing these issues, it would lead to less confusion as to where items belong and less time wasted by having to ask questions.

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Next Steps/Results

- Less time spent on answering questions
- The new set-up has reduced the amount of time it takes to put freezer items away. This reduction in time putting things away has allowed the store clerk to take on additional responsibilities in ordering.
- Labeling has made it much easier for employees to see where things go which has resulted in less waste.
- When shipments arrive, the wheeled carts can be loaded comfortably just outside the freezer, then wheeled into place inside the freezer.
- The cooks can wheel out just the carts needed for the day of the week saving time loading and unloading small carts, carrying individual boxes, and searching for items.
- The amount of inventory in the freezer was decreased by \$3,000 after this improvement.

Future Development

- Develop training for cooks and new staff on the set-up and management of the freezer inventory.
- Color-coded sticker system will be created for leftover boxes that correspond to weekdays for easy visual management. This will prevent over-ordering of foods that can be used up from leftovers shelves.