

Department	Task	Description	UOM	Average UPH	Completion % Per Item	Notes			
Receiving	Unload Truck	Unloading delivery trucks and sorting items	Case			Higher than 100% due to damages/returns			
Receiving	Verify Orders	Checking received items against purchase	Case			Every item must be verified			
Receiving	Backstock Organization	Organizing backroom inventory	Case			Not all items require backstock			
						Total Receiving Hours needed			
Grocery	Case Stocking	Stocking shelf-stable items from cases	Case			Some items have longer shelf presence			
Grocery	Face/Front	Pulling products forward and organizing shelves	Unit			Multiple facings per day per item			
Grocery	Price Changes	Updating shelf tags and prices	Unit			Based on weekly sales/promotions			
Grocery	Backstock Pulls	Bringing items from backroom to sales floor	Case			Based on shelf capacity			
						Total Grocery Hours needed			
Produce	Fresh Stocking	Stocking fresh produce	Unit			Multiple stocking cycles per day			
Produce	Culling	Removing damaged/expired produce	Unit			Based on perishability			
Produce	Display Building	Creating/maintaining produce displays	Indirect			Most items require display placement			
						Total Produce Hours needed			
Meat/Seafood	Meat Prep	Stocking fresh meat/seafood cases	Unit			Multiple stocking cycles needed			
Meat/Seafood	Case Stocking	Stocking fresh meat/seafood cases	Case			Multiple stocking cycles needed			
Meat/Seafood	Sanitizing	Cleaning cases and prep areas	Indirect			Required for all items handled			
						Total Meat/Seafood Hours needed			
Deli	Food Prep	Preparing ready-to-eat items	Case			Based on daily production needs			
Deli	Case Cleaning	Sanitizing service cases	Indirect			Required for all items displayed			
						Total Produce Hours needed			
Bakery	Baking	Producing baked goods	Unit			Small portion bought pre-made			
Bakery	Case Stocking	Stocking bakery cases	Case			Multiple stocking cycles needed			
						Total Produce Hours needed			
Dairy	Case Stocking	Stocking dairy cases	Case			High turnover requires frequent stocking			
Dairy	Rotation	Rotating dated products	Unit			All dated items must be rotated			
						Total Produce Hours needed			
Frozen	Case Stocking	Stocking frozen cases	Case			Longer shelf life than fresh			
Frozen	Temperature Checks	Monitoring freezer temperatures	Indirect			Required for all frozen items			
						Total Produce Hours needed			
Front End	Cashiering	Processing customer transactions	Units			Every item must be processed			
Front End	Cart Collection	Retrieving shopping carts	Customer			Based on cart usage rate			
Front End	Bagging	Bagging customer purchases	Units			Every item must be bagged			
						Total Produce Hours needed			
Maintenance	Floor Cleaning	Sweeping/mopping floors	Indirect			Based on store traffic			
Maintenance	Restroom Cleaning	Cleaning/restocking restrooms	Indirect			Based on store traffic			
						Total Produce Hours needed			
General	Returns Processing	Processing customer returns	Unit			Average return rate			
General	Inventory Counts	Conducting inventory counts	Unit			All items must be counted			
General	Damages Processing	Processing damaged/expired items	Unit			Average damage/expiration rate			
						Total Produce Hours needed			
						Total Hours needed			
		Forecasts				Parameters			
		Receiving Cases Expected				Conversion			
		Expected Grocey Unit Sales	Case			Cost of Labor			
		Produce Units Sold	Units			Savings by scheduling what you need			
		Meat/Seafood Units	Customers						
		Deli Units	Meat/Seafood Units						
		Bakery Units							
						Rates			
		Dairy Units	Hours Per Shift						
		Frozen Units	Average Cost Per Labor Hour						