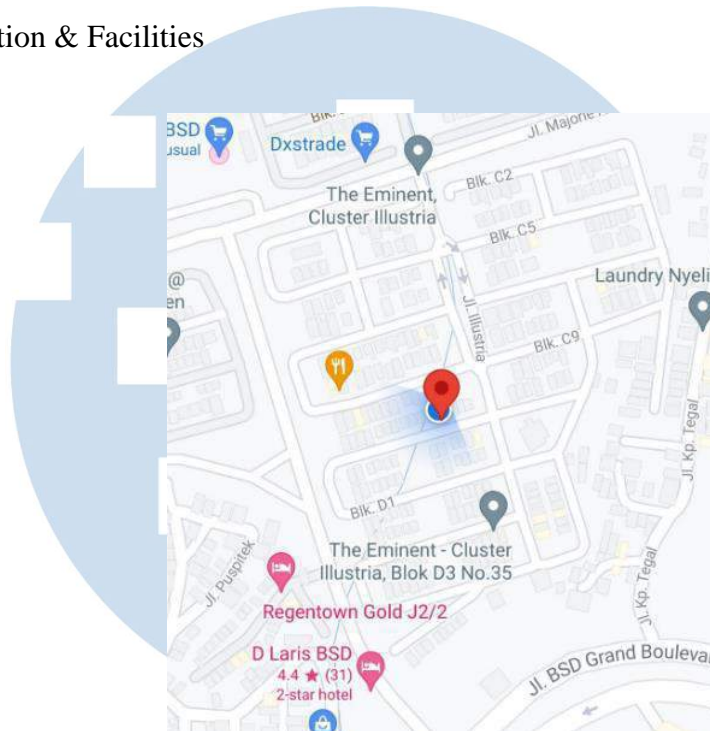


## CHAPTER III

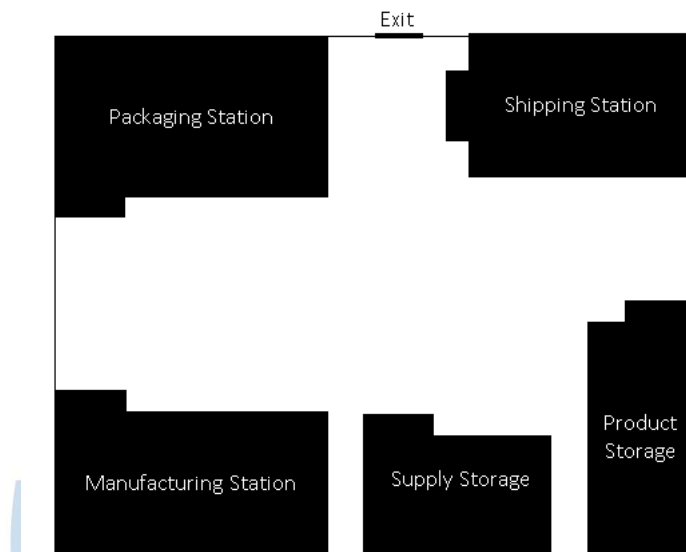
### OPERATIONAL PLAN

#### 3.1 Location & Facilities



Picture 3.1 Location of Jim's Caramel

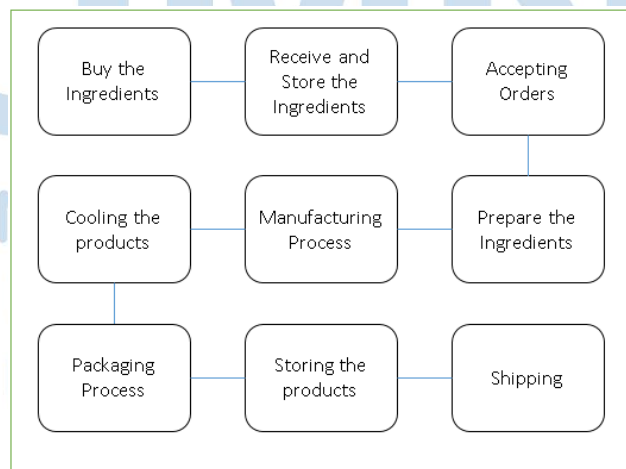
Location is one of an aspect that can give an impact for company. Location that chosen is for manufacturing and distribute the products. Jim's Caramel manufacture site is located in The Eminent Cluster Illustria Blok D1 No. 6, Pagedangan, Tangerang, Banten 15339. Jim's Caramel has a strategic location because Cluster Illustria is close ICE Convention Center, BSD Central Business District, and also shopping centers such as Qbig mall, Daily market, AEON Mall, etc. The location is determine based on the product and services that the product will be sold online. In addition, Jim's Caramel does not provide any facilities.



Picture 3.2 Jim's Caramel Layout Manufacture Site

Manufacturing layout plans can affect product quality. So, Jim's Caramel factory layout plan is designed effectively to create a good environment for employees so that, employees can enjoy working at Jim's Caramel. The layout plan is arranged in such a way that there is still a lot of space so, that employees can move freely while in the manufacturing site. In addition, this manufacturing site is also made based on the workflow that has been arranged by Jim's Caramel, so it can make the employees easier when doing the job.

### 3.2 Manufacturing Process and Service Methods



Picture 3.3 Manufacturing Process

The process of manufacturing caramel on Jim's Caramel is very simple so it's easy to maintain the quality of the product. The first step purchase and store the supply, then prepare the supply to make a product. In process of making caramel, the first thing is heating the sugar (low heat) until brown, adding some butter. Take off from heat and stir it with room temperature heavy cream, and add salt. After that, the caramel is brought to the packaging station to be put in the bottle or and spout pouch and then sealed. Stored it on product storage shortly after sealed. For now, people can buy the products from Jim's Caramel from E-Commerce and Website only.

### 3.3 Supplies and Suppliers

Table 3. 1 Equipment & Appliances List

No.	Supply	Qty	Units	Supplier
1.	Stainless Steel Sauce Pan (Royal Life)	2	pcs	RoyalLife (Tokopedia)
2.	Wooden Spatula (LusioSB)	2	pcs	LusioSB (Tokopedia)
3.	Stainless Steel Funnel (Home Master ID)	2	pcs	HomeMasterID (Tokopedia)
4.	Sealer for glass bottle	1	pcs	NewHKS (Tokopedia)
5.	Sealer for plastic	1	pcs	GrosirPGS (Tokopedia)
6.	Spout pack (500ml)	100	pcs	Coffeesupplies1708 (Shopee)
7.	Glass Bottle (280 ml)	100	pcs	MuliaJaya (Shopee)
8.	Pourer	100	pcs	Oxlikes (Tokopedia)
9.	Gula Sabu	10	1	MISAF (Tokopedia)

No.	Supply	Qty	Units	Supplier
10.	Heavy Cream (Millac Gold)	20	l	Veisya Online Shop (Tokopedia)
11.	Gula Pasir (Gulaku)	10	kg	Gulaku (Tokopedia)
12.	Butter (Anchor)	1	kg	Herbs&Co

### 3.4 Control Procedures

Standard Operational Procedure is useful for controlling the working process. Jims's Caramel has made several Standard Operational Procedure for purchasing, receiving, manufacturing, packaging, shipping.

#### 1. Purchasing

- a. The employee has to do a routine inventory, to check the supply's stock
- b. After do the inventory, the employee has to list the supply that not available
- c. The employee has to order the supply from supplier
- d. Then the employee has to make a payment agreement with supplier
- e. Pay the supply when it's arrived

#### 2. Receiving

- a. Check purchasing list, compare it with the arrived supply
- b. If the supply received is correct, check the expire date
- c. After check the supply, settle the payment

#### 3. Manufacturing

- a. Before entering manufacturing area, the employee must do temperature check, wash hand and feet, use hair cap, and shoes cover
- b. Gather and measure all the ingredients for make caramel based on the standard recipe

#### 4. Packaging

- a. Open and sterilize all the packaging for the product

- b. Measure all the caramel according to the capacity of packaging and pour it into the packaging
- c. Seal all the packaging and put a sticker

5. Shipping

- a. Pack the product based on customer order
- b. Ship the product according to customer options (e-commerce, website, and Food delivery application)

3.5 Staffing

Jim's Caramel has three employees which has a different job description, one person for marketing in e-commerce and administration, and two people for producing and packaging caramel. There will be recruitment after 4–5-month company running. The requirement for working in Jim's Caramel is age around 20 – 35 minimal graduates from senior high school, honest, fast learner, reliable, and loyal to the company. And there will be several benefits that the company offers such as food allowance, transportation fee, two days off, accident allowance, salary and accommodation. The payrolls paid monthly. These are the number of salaries for working at Jim's Caramel:

Table 3.2 Employee salary

No.	Department	Salary per month
1.	Administration	Rp 1.800.000, -
2.	Production	Rp 1.800.000, -

Table 3.3 Additional Allowance

No.	Additional Allowance	Allowance per month	Daily
1.	Transportation fee	Rp 300.000, -	Rp 10.000, -
2.	Food allowance	Rp 600.000, -	Rp 20.000, -
3.	Health allowance	Rp 150.000, -	-

To keep the company running well, the Jim's Caramel company provided rules and regulation that the employee must comply with. These are the rules and regulation:

1. The employee is prohibited playing smartphone while producing the caramel
2. During working hours, the employee is prohibited from smoking
3. The employee must come to work on time according to the time in the schedule
4. The employee must keep all the secret that relate to the company
5. The employee must do the temperature check before entering manufacturing area
6. The employee must use the hair cap and shoes cover before entering manufacturing area
7. Every employee must maintain the personal grooming and cleanliness
8. The employee must keep the manufacturing area clean all the time

The picture following bellow is a schedule that has been set:

Department	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Administration	8am-4pm			8am-4pm	8am-4pm	8am-4pm	8am-4pm
Producing	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm		

Picture 3.4 Jim's Caramel Work Schedule

If the employee violated the rules that set by the company, the employee must be prepare to bear the following consequences:

1. Warning letters (if the employee get three warning letters, the employee will be fired).
2. The salary will be deducted two percent