

CHAPTER III

OPERATIONAL PLAN

3.1 Location and Facilities

Noodle Time is a home-made product, potato noodle will be produced at the writer house in Gading Serpong, Tangerang. The location is close to residences and stores. The location itself is ideal for the age of the target market which is 15 to 35 years old.

The facilities prepared to support the home-based production of this product include essential equipment such as a working table for the preparation, a refrigerator for storing raw materials and finished products that require cold storage, a stove for cooking and processing the noodles and sauces, and appropriate packaging materials and tools to ensure product safety, hygiene, and presentation. In addition to these production facilities, digital tools such as a laptop and mobile phone are also utilized to facilitate business operations, particularly in managing social media marketing strategies and handling e-commerce transactions efficiently.

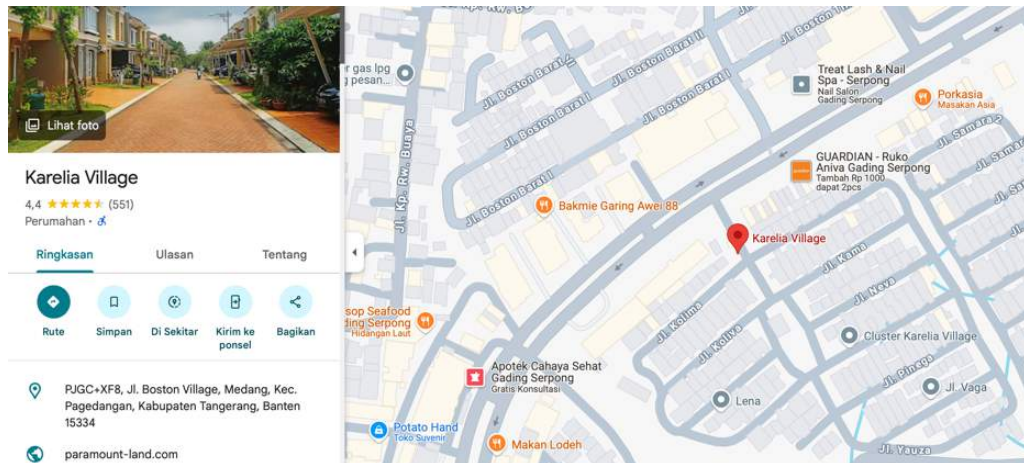


Figure 3.1 Location

3.2 Operational Workflow

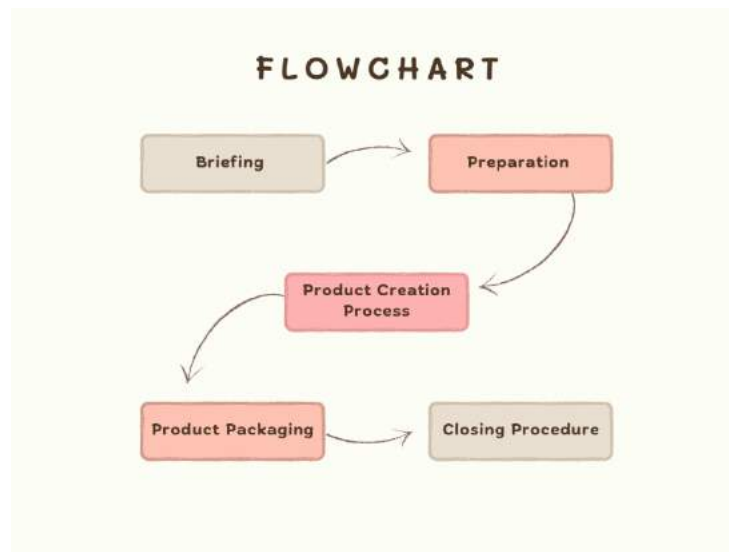


Figure 3.2 Operational Flow

a. Daily briefing

Each day, prior to the commencement of operational activities, the business owner will conduct a structured briefing session with all staff members. During this session, the owner will outline the daily schedule, communicate specific tasks and responsibilities, and set clear goals to be achieved within the day. This briefing also serves as a moment to align the team's focus, address any potential challenges, and reinforce safety and quality standard.

b. Preparation

Following the briefing, all staff are required to carry out a thorough cleaning and sanitization of their work to ensure a hygienic production environment. In addition, a comprehensive inspection must be conducted to confirm the availability and freshness of all ingredients stored in the pantry or refrigerator. This step is essential to maintain the quality of the final product.

c. Product creation process

Once all necessary ingredients have been prepared and verified, the production process may begin. All noodle products must be made strictly in accordance with the standard recipes that have been

previously established. Staff are also expected to confirm that all cooking utensils and equipment are clean, sanitized, and functioning properly before use.

d. Product packaging

After the cooking and preparation process is complete, all finished products must be packaged carefully using appropriate packaging materials. The packaging process must ensure that each item is sealed properly to maintain freshness, prevent contamination, and ensure safe delivery or storage until it reaches the consumer.

e. End of day closing procedures

At the end of each operational day, it is mandatory for all staff to participate in a structured closing routine. Includes cleaning all equipment used during the day, sanitizing the work area, and returning all tools and remaining ingredients to their designated storage locations. Additionally, all surfaces must be wiped down, the lights must be turned off, and a final inspection should be conducted to ensure that the production area is secure, clean, and ready for the next day's activities.

3.3 Suppliers and Supply Chain

Identify key suppliers for raw materials, components, or services.

Table 3.1 Facilities List

No.	Supplies	Suppliers
1.	Stove	Monotaro id
2.	Dehydrator	Moderna Home center
3.	Kitchen table	Monotaro id
4.	Cooking gas 12 kg	Bright gas
5.	Chiller	Kios elektronik
6.	Spoon	Anugrah abadi topped
7.	Strainer	IKEA
8.	Mixing bowl	Ehoreca
9.	Silicone spatula	Tokyo tgh plaza
10.	Knife	IKEA
11.	Chopping board	IKEA
12.	Pan	IKEA
13.	Plastic vacuum	Kosmetik central
14.	Vacuum sealer	Unics store

3.4 Control Procedures

- a. Purchasing (Raw material purchasing) : Ensure the availability of quality raw materials according to production needs.

Procedure:

1. Raw material list: fresh potatoes, salt, seasonings, food grade packaging, etc.
2. Shopping is done every two times of week to maintain the freshness of the ingredients.
3. Suppliers are selected based on quality, competitive pricing, and location closeness.
4. Keep proof of purchase and record it in the daily purchase record.

- b. Receiving (Raw Material Receiving) : Ensure that raw materials received meet specifications and quality standards.

Procedure:

1. Check the condition of the ingredients upon arrival (color, aroma, texture).
2. Weigh the ingredients to match with the purchase invoice.
3. Note in the receiving record: date, quantity, condition, supplier.
4. Damaged or expired materials should be rejected and informed.

- c. Raw material storage : Maintain the quality of raw materials with appropriate storage.

Procedure:

1. Store potatoes in open containers and cool, not humid places.
2. Dry ingredients are stored in clean and ventilated closed shelves.
3. Seasonings and other ingredients are categorized and labeled with the date of entry.
4. The First In, First Out method is applied.

- d. Production : Process raw materials into finished products according to standards.

Procedure:

1. All staff wash their hands and wear mask and gloves.

2. Potatoes are peeled, steamed, then processed into noodle dough.
 3. Noodles are molded, steamed again, and then dehydrated in a food oven.
 4. Each batch is recorded: production date, quantity, start to finish time.
 5. Make sure all tools are cleaned and sanitized beforehand.
- e. Packaging: Package products safely, hygienically and attractively.

Procedure:

1. Use food grade packaging: vacuum plastic or ziplock pouches.
 2. Each package is labeled: product name, composition, production date, expiry date, serving method.
 3. Store packaged products in a clean and dry place.
- f. Delivery : Deliver products to consumers in good condition and on time.

Procedure:

1. Use instant courier or trusted logistics (GoSend, JNE, Shopee Express).
 2. Products are additionally packed using bubble wrap or cardboard to prevent damage.
 3. Confirm delivery to customer and ask for feedback.
- g. Presentation: Provide clear presentation instructions to the customer.

Procedure:

1. Include instructions: Blanch the noodles in boiling water for 3-5 minutes. Add seasoning to taste.
 2. Give serving suggestions (topped with vegetables, boiled egg, or sauce of choice).
 3. Include storage tips: Store in a cool, dry place. Do not expose to direct sunlight.
- h. Sales & Marketing : Sell products and build customer loyalty.

Procedure:

1. Sales are done through: Instagram, TikTok, WhatsApp, and marketplace (Shopee, Tokopedia).
2. Marketing content is posted consistently (2 to 3 times a week) with interesting photos or videos.

3. Respond to customer chats within 1 hour maximum during working hours.
4. Record all sales in a daily cash book or POS (Point of Sales) application.
5. Provide regular promos and pre-order system to maintain efficient stock.

3.5 Staffing

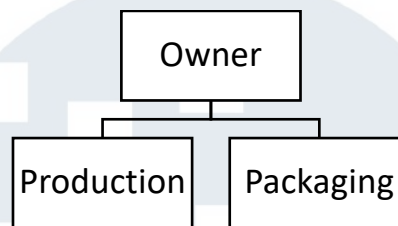


Figure 3.3 Staff Organizational Chart
(Source: Writer's data)

There are 3 staff working in Noodle Time. Owner will work with 2 staffs, 1 for production, and 1 for packaging.

1. Owner jobdesc are to manage and handle marketing and finance.
2. Production staff jobdesc is responsible for the food production process, especially noodle making at Noodle Time. Main tasks include preparing raw materials, processing and cooking noodles according to operational standards, and ensuring product quality and hygiene during the production process.
3. Packaging staff jobdesc is in charge of packaging noodle products that have been produced neatly and according to company standards. They are responsible for labeling, sealing the packaging, and checking the quality of the products before packaging.

Hiring Requirements

1. Production staff:
 - a. Experienced in food production at least 1 year.
 - b. Understand basic food hygiene.
 - c. Able to follow standardized recipes and production procedures.
 - d. Willing to work in shift system and holidays.
2. Packaging staff:

- a. Neatness, speed, attention to detail.
- b. Willing to work shifts and meet daily packaging targets.
- c. Experience in food product packaging is preferred.
- d. Organized, diligent, able to work independently and in teams.

Position & Salary

1. Production staff: IDR 2,500,000
2. Packaging staff: IDR 2,500,000

Working Hours & Schedule

1. Production staff: Monday to Sunday (shifting)
Working hour 08:00 to 16:00 WIB
Break time 1 hour
Two days off (shifting Saturday or Sunday)
2. Packaging staff: Monday to Sunday (shifting)
Working hour 08:00 to 16:00 WIB
Break time 1 hour
Two days off (shifting Saturday or Sunday)

Table 3.2. Daily Schedule

Day	Production staff	Packaging staff
Monday	Work (08:00 to 16:00)	Work (08:00 to 16:00)
Tuesday	Work	Work
Wednesday	Work	Work
Thursday	Work	Work
Friday	Work	Work
Saturday	OFF	Work
Sunday	Work	OFF