

The 5S Process for Reducing Costs and Improving Profits

Have you ever wandered into a restaurant, or driven through a fast-food window, walked through your favorite supermarket or any other business establishment and asked for a napkin, ketchup, plastic ware, or other items related to the purchase, and you get handed 15 of those items and you are even pleading with them to take some back?

Let's step into the concept of supersizing items or more of the same watered-down soda or juice being better—by whose standards and is it really value added or waste that ends up in the trash, the bed of greenery or worst-case spills all over your just washed vehicle seat.

For the business leader, business owner you are pondering how it will affect your cost of goods sold (COGS) and the customer that got too much of what they really asked for or need is calling your establishment or business unorganized and wasteful. So, what is the solution? — hopefully not blaming your associates/workers who are paid to make and supply the meals/items quickly NOT to watch your cost of doing business!!!

The solution is to **Sort, Set in Order, Shine, Standardize and Sustain** – a simple LEAN concept with a huge pay back if done correctly

The table below details the 5 S process:

The 5-S Step	Definition	Goal
Sort	Discard outdated/unwanted materials/business items	Provides room for storing what's needed
Set In Order	Every item in its right place- stored and sequenced in correctly	Helps with easy retrieval to reduce/eliminate waste
Shine	Cleaning the workplace to meet customer/regulatory agency needs	Cleaning the workplace ensures repeat customers, engaged staff, and a safe workplace
Standardize	Standards allows for the right amounts of items to be used	This impacts the line items that lead to cost and profit margins
Sustain	You repeat the same process for understanding by everyone	Your staff has clarity and confusion is minimum on what to do

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