**Abstract**

In my effort to streamline the assignment of tasks to employees at BBQ2Go, I explored using Excel’s VBA (Visual Basic for Applications) macro capabilities to automate the process. By replacing the manual assignment of colors with specific restaurant tasks, I created a dynamic solution that assigns tasks randomly with a simple click of a button. This approach not only saves time but also introduces an element of randomness that ensures fairness in task distribution. In this paper, I discuss the development of this VBA macro, provide an in-depth explanation of its components, and outline the steps for implementation. Additionally, I explore four levels of food preparation in restaurant terminology — high priority, medium priority, low priority, and backup/stock preparation — and their relevance in optimizing kitchen workflow.

**Introduction**

Managing employee tasks in a busy restaurant environment is a challenging yet crucial task. At BBQ2Go, I recognized the need for a more efficient way to assign tasks to my team members, ensuring that all aspects of food preparation and service are adequately covered. Traditionally, this would involve manually distributing tasks based on an employee's role or current workload. However, I decided to automate this process using a VBA macro in Excel, which would allow me to randomly assign specific tasks to employees with a single click, saving both time and effort.

**Developing the VBA Macro for Task Assignment**

To automate the task assignment process, I utilized the CHOOSE and RANDBETWEEN functions in VBA. The macro consists of two primary subroutines: Button1\_Click() and AssignRandomTasks().

**Updated VBA Code to Assign Employee Tasks**

Below is the VBA code I used to replace color names with specific tasks:

Sub Button1\_Click() Call AssignRandomTasks End Sub Sub AssignRandomTasks() Dim i As Integer Dim randomTask As String ' Loop through each customer and assign a random task For i = 5 To 18 ' Adjust the range as needed (B5 to B18) randomTask = Application.WorksheetFunction.Choose(Application.WorksheetFunction.RandBetween(1, 8), \_ "Grilled Veggies", "Baked Beans", "Brisket Platter", "BBQ Ribs", "Cornbread", "Brisket Platter", \_ "Coleslaw", "Chicken Wings") Range("B" & i).Value = randomTask Next i End Sub

**Explanation of the VBA Macro**

* **Subroutine Names:** The Button1\_Click() subroutine triggers when the button is clicked. It calls the AssignRandomTasks subroutine to execute the task assignment.
* **Assign Random Tasks:** The AssignRandomTasks subroutine leverages the CHOOSE and RANDBETWEEN functions to randomly select one of eight possible tasks (such as "Grilled Veggies," "Baked Beans," etc.) and assigns it to each employee in the specified range.
* **Loop Adjustment:** The loop runs from row 5 to row 18, corresponding to the range where my employee names are listed. For each row, the macro assigns a random task from the predefined list in column B.

**Steps to Implement the Macro**

To ensure the macro works correctly, I followed these steps:

1. **Open the VBA Editor:** I navigated to the **Developer** tab and clicked on **Visual Basic**.
2. **Replace the Existing Macro:** In the VBA editor, I copied and pasted the updated code into the appropriate module.
3. **Assign the Macro to the Button:** I right-clicked on the button, chose **Assign Macro…**, selected Button1\_Click, and clicked **OK**.
4. **Save and Test:** After saving the Excel workbook, I tested the button by clicking it. Each click resulted in a new random task being assigned to every employee, confirming the macro was functioning as intended.

**Four Levels of Food Preparation**

In addition to the macro solution, I categorized the food preparation tasks into four levels, which allowed me to prioritize assignments more effectively:

1. **High Priority:** Tasks requiring immediate attention, such as preparing dishes for VIP guests or items with a short preparation time.
2. **Medium Priority:** Standard menu items that require moderate preparation and should be managed efficiently.
3. **Low Priority:** Preparations that can be done in advance, such as chopping vegetables or marinating meats.
4. **Backup/Stock Preparation:** Tasks focused on maintaining stock levels, like batch cooking soups or baking bread.

These levels help me ensure that my kitchen staff focuses on the most critical tasks first, maintaining a smooth workflow throughout the day.

**Conclusion**

By developing and implementing this VBA macro, I have significantly streamlined the task assignment process at BBQ2Go. This tool allows for fair, random distribution of tasks while saving time and minimizing manual effort. Additionally, by categorizing tasks into four preparation levels, I can better manage the kitchen workflow and ensure all team members are contributing effectively to meet our customers' needs. This approach has made our operations more efficient and responsive, ultimately enhancing the overall customer experience.