

ABSTRACT

EPOK-EPOK ANA is a UMKM which is engaged in the production of food such as Epok-Epok cake or better known as Pastel. Founded by Ana's mother in 2012 in Bengkong Laut, Batam, Riau Islands. During the Covid-19 pandemic the level of demand for ANA's EPOK-EPOK products decreased. With the change in the level of demand for ANA EPOK-EPOK, it is necessary to carry out effective workforce capacity planning so that the workforce remains productive during the Covid-19 pandemic situation. The part of work that will be examined in this research is the sales and frying section. The purpose of this study is to determine the workload received by workers in the sales and frying department and determine the number of workers who are effective. The work sampling method was used in this study. From the results of data processing, the standard time for frying shift 1 is 26.90 minutes and frying shift 2 is 27.08 minutes. For the sales division, shift 1 is 0.339 minutes and shift 2 is 0.335 minutes. So that the number of workers needed in the frying section of shift 1 is 2,089 or 2 workers and shift 2 2,100 or 2 workers. so, the total labor required by the frying section is 4 people. For the sales division of shift 1 is 2,631 or 3 workers and the sales share for shift 2 is 2,604 or 3 workers. so, the total labor required by the sales department is 6 workers. the workload of shift 1 frying section is 52.31% and shift 2 52.66%. Meanwhile, the sales share for shift 1 is 53.32% and shift 2 is 52.78%.