

Restaurant Employee Review

<u>Employee Name:</u>	<u>Department:</u>
<u>Reviewer Name:</u>	<u>Position in Company:</u>

This form has been designed to provide employee successes and failures. The purpose of this review is to enable us to recognize the areas of performance where the individual needs direction.

Below we would like you to circle the accurate description for your customer service representative, please ensure you complete each line. Please be aware that the "N/A" section is for those individuals where this does not apply, should this be the case please circle "N/A".

Using the scale of 1-5 in this section 1 being "less likely" and 5 being "highly likely". Please circle the number in the end box or circle the "N/A" box.

1	Is an individual who demonstrates skills to perform the tasks required	1	2	3	4	5	N/A
2	Arrives to work on time	1	2	3	4	5	N/A
3	Has very few sick days	1	2	3	4	5	N/A
4	Is effective at time management	1	2	3	4	5	N/A
5	Exhibits the ability to make realistic decisions	1	2	3	4	5	N/A
6	The employee follows local, state and federal food guidelines to ensure all food requirements are met	1	2	3	4	5	N/A
7	Is able to control production and is aware of the products being served	1	2	3	4	5	N/A
8	Is competent at receiving and inspecting food supplies in accordance with the food regulation guidelines	1	2	3	4	5	N/A
9	Complies with all district and Health Department sanitation and procedures	1	2	3	4	5	N/A
10	Complies with strict uniform policies and wears the appropriate clothing and protective devices for safe performance	1	2	3	4	5	N/A
11	Is willing to observe others and learn different aspects of the business	1	2	3	4	5	N/A

12	Has a full understanding how the restaurant team co-exists	1	2	3	4	5	N/A
13	Is good at communication with co-workers and clients	1	2	3	4	5	N/A
14	Is a well balanced and organized individual	1	2	3	4	5	N/A
15	Has a full understanding of how to handle food	1	2	3	4	5	N/A
16	Is able to store food and clean preparation items in a timely manner	1	2	3	4	5	N/A
17	Operates safety precautions at all times	1	2	3	4	5	N/A
18	Understands the way to move around a restaurant at all times	1	2	3	4	5	N/A

Please list any areas where you feel the restaurant is doing particularly well.

Please list any areas where you feel the restaurant could improve.

Reviewer Feedback:

Reviewer's Signature:

Supervisor's Signature:

Date:

