[COMPANY LOGO]

Kitchen Operations Evaluation Sheet

The evaluation will be completed once per week

Name of Evaluator:_____

Evaluation Week Period (7-Day Period):_____**To**_____

Item:	1	2	3	4	5	Corrective Action	Emp. Initials
All preparation food items are prepared according to standardized recipes. Consistency accross all recipe preparations, knife cuts, etc. (Taste all items)							
All service kitchen menu items prepared according to set line card recipes (Candid checks throughout the week)							
Temperature logs are up to date and cooling units being checked with an infrared thermometer. Coolers are all functioning at HACCP standard temperatures							
Inventory deliveries appropriately stored immediately							
Ready-to-eat food stored above/separate from raw food in coolers and freezers in accordance with the cooling storage chart and HACCP guidelines							
All food and hand contact surfaces e.g. work surfaces, slicers, fridge handles, probe thermometers, in good condition and cleaned/ disinfected regularly							
All large equipment interior/exterior surface are clean as to company standards							
All stored pans, containers, utensils, and dishes are clean and dry as to company standards							

Center and service kitchen cooks/expeditors continuously organizing/wiping down station as they work							
Kitchen staff is not over-using disposable gloves and towels							
All soap/sanitizer dispensers are filled and labeled + hand washing stations are wiped down and neatly organized							
Station is fully set up based on checklist prior to the start of service hours							
Station is closed down properly according to set checklist							
KDS & POS are connected and online orders are being sent automatically to KDS (Candid)							
Kitchen looks visually appealing, organized, and sanitary							
Entire staff maintaining proper hygiene (clean uniform, nails, beard, hair, odor, etc.)							
All orders are being prepared and served under the promised delivery time							
Kitchen inventory waste % meets company standard							
Entire staff is following their daily checklists thoroughly, and being approved for each task by the supervisor							
All inventory items are in stock above par level, and not over purchased							
All inventory items are not expired and labels are checked regularly							
All food items are attached with an updated prep date/open date label							
Warm food items held at proper warm storage temperature							
Food items in fridges/freezers/dry storage							

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wrapped well or covered properly							
Frozen foods defrosted safely according to HACCP guidelines							
All staff members constantly wearing gloves when handling any and all food products							
No employees standing around not working or using their phone except for during their assigned break							
All staff members washing their hands properly after sneezing, coughing, touching their face or other body part, in between tasks, or at least once every hour							
Employees completing all tasks on the weekly cleaning procedure each week, recording date, and supervisor signature							
Fryer oil is filtered daily and clean							
All kitchen equipment functioning properly							
All staff members report to work in clean/complete uniform daily (Lunchbox pants, shirt, apron, etc.)							
Total Score:							

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Supervising Chef Evaluation Sheet

Review Period:_____To_____

Employee Name:_____ Evaluator Name:_____

Ability Description:	Date of Approval:	Ability Score: (1-10)	Evaluator Initials:	Employee Initials:
Follows the pre kitchen sanitation procedure consistently, and to company standards				
Follows the kitchen opening and closing checklists properly everyday				
Organizes and manages inventory efficiently				
Full understanding of how to operate all software systems				
Efficient in daily staffing of employees				
Consistently inspects food items from all stations and maintains overall consistent food quality				
Consistent in ordering, receiving, and storing products based on inventory levels				
Maintains full behavioral control over the kitchen staff throughout the entire work day				
Assigns tasks to employees throughout the day during slow periods				
Maintains a clean kitchen and inspects equipment/utensils regularly for any dirty items				
Trains employees effectively in accordance to the set training manual				
Motivates and delegates staff effectively to stay focused throughout the work day				
Tastes and identifies seasoning adjustments for all prepared items				
Responds to emergencies/kitchen related issues quickly efficiently (Advanced				

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knowledge of the company contingency plan)				
Advanced Knowledge of all company policies/procedures				
Accurately estimates food production projections				
Maintains good personal hygiene				
Reports to work on time consistently				
Maintains a positive and optimistic attitude throughout the work day				
Shows progression in speed and efficiency when completing tasks each day				
Takes responsibility for all actions and holds himself accountable				
Stays focused on all managerial tasks throughout each workday				
Communicates clearly and effectively with all employees and co-workers				
Total Score:				

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