[COMPANY LOGO]

STEWARD EVALUATION SHEET

Review Period:_____To_____

Employee Name:_____ Evaluator Name:_____

Item:	1	2	3	4	5	Corrective Action	Emp. Initials
Follows the pre kitchen sanitation procedure consistently							
Opens/closes all sections of the dish washing station properly/consistently according to set checklists							
Properly rinses, washes, sanitizes, dries, and returns all dishes in the kitchen according to both the standard dishwashing station + 3 compartment sink procedures							
Properly cleans/sanitizes all large pieces of kitchen equipment (ovens, coolers, hood vent system, etc.) according to the standard weekly cleaning procedure							
Maintains proper cleanliness of the walk-in cooler and freezer							
Collects dirty dishes from the service line bins consistently							
Replenishes all kitchen hand soap, toilet paper, paper towels, and sanitizer levels when necessary							
Replaces trash bin bags when necessary							
Maintains good personal hygiene							
Properly completes the kitchen uniform/rag washing procedure daily							
Cleans bathroom/locker room to company standards when necessary							

Effectively communicates with kitchen staff and supervisor							
Follows directions exactly as instructed							
Maintains good personal hygiene							
Reports to work on time daily							
Maintains a positive attitude throughout the work day							
Shows progression in speed and efficiency when completing tasks each day							
Total Score:							

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