[COMPANY LOGO]
Employee Evaluation

Last Updated: 22/01/2024

Employee Responsible: Kitchen Supervisor

Purpose:

To lay out the standard steps that the appointed evaluator must take to successfully carry out an employee evaluation.

Review Procedure:

This procedure document should be reviewed (and updated if necessary) by the **Regional Supervisor** at least **Once Every 2 Months** or immediately after any physical operational procedure steps have been changed at any point.

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Procedure Outline

1. Complete Performance Evaluation Sheet
2. Hold Performance Review Meeting

Complete Performance Evaluation Sheet

Purpose: To evaluate all aspects of the kitchen operations properly.

Procedure:

1. Retrieve a blank hard copy of the Weekly Evaluation Sheet (or fill out on Google Docs)
2. Use a pen to fill in the date and evaluator/evaluatee information
3. Begin marking down scores for each item under the first column
4. Note the best possible corrective action measures to take to improve each field under the "Corrective Action" column
5. Add up all of the scores to come up with a final evaluation score and note this in the "Total Score" row of the evaluation sheet

Hold Performance Review Meeting

Purpose: To discuss the performance of the evaluated employee with the employee himself/herself to explain ways to improve moving forward, agree on a final evaluation grade, and inform the employee of any bonuses/deductions he/she may have earned

Procedure:

1. Call the employee into the kitchen office during a slow period of the work day for a brief performance review meeting
2. Locate the evaluation sheet that you have previously filled out

3. Read off each performance ability description starting from the top, read off the score you wrote down for this, and briefly explain why you gave this score
4. Reveal the final score verbally

5. Hand over the evaluation sheet to the employee to review the sheet and go through each row to sign his/her initial on the grade (Ensuring that they agree with the scoring by signing off on each score)
6. Review each ability description, explaining briefly ways to improve on each
7. Explain what bonuses/deductions the employee will receive based on this period's performance evaluation
8. Ask the employee if he/she has any questions regarding the performance evaluation review
9. Thank the employee for his work and great job so far and ask him/her to return to the kitchen to continue work
10. Store the employee's evaluation sheet in the designated employee folder

Monitoring

The regional supervisor will be responsible for monitoring the kitchen supervisor's execution of the employee evaluation by sitting in on one evaluation meeting each month.

SIGNATURES

Signatures from employees and management to confirm that they have read and understand procedures.

Staff Member Name	Signature	Date

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