[COMPANY LOGO]

Kitchen Operations Quality Evaluation

Last Updated: 22/01/2024

Employee Responsible: Executive Supervisor

Procedure Frequency: Weekly

Purpose:

To lay out the standard steps that the appointed evaluator must take to successfully carry out a kitchen operations quality evaluation.

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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.

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 using the Kitchen Evaluation Rating Scale
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
6. Save the document or a photo of the document in the Evaluation Sheets folder to discuss during this month’s manager meeting
7. Review the evaluation sheet and record the results on this month’s Kitchen Evaluation Track Sheet based on the Total Evaluation Score Chart, and save the document or a photo of the document in the Track Sheets folder
8. Take any immediate corrective actions that are necessary to improve the quality of the kitchen’s operations

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Monitoring

The executive supervisors will be responsible for monitoring the kitchen supervisor’s execution and accuracy of the operations evaluation by reviewing during the monthly manager 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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