[COMPANY LOGO]

PREP COOK 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, and to company standards							
Executes perfect knife cuts as instructed							
Washes and stores produce properly							
Writes and attaches legible/accurate prep labels to prepared food items							
Stores food items safely/neatly in the correct container/storage location							
Operates each piece of cooking equipment safely and as intended							
Follows all HACCP procedures and food safety practices							
Uses plastic wrap to neatly wrap prepared items							
Sets up the assigned station quickly and efficiently according to set checklists							
Properly completes the opening and closing checklists consistently							
Maintains cleanliness/organization of designated stations throughout the entire scheduled shift							
Shows attention to detail in everyday tasks							
Accurately follows assigned prep lists							
Prepares recipes exactly as outlined, at an efficient pace							

Tastes and identifies seasoning adjustments for all prepared items which call for this							
Identifies low inventory of items and notes them down on the “low inventory item sheet”							
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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