[COMPANY LOGO]

SERVICE KITCHEN SUPERVISOR 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							
Follows the kitchen opening and closing checklists properly everyday							
Navigates and operates the KDS seamlessly to complete orders during service							
Expedites orders quickly and smoothly through service							
Efficient in daily staffing of employees							
Continuously inspects food items from all stations and maintains consistent food quality throughout service							
Consistent in ordering, receiving, and storing products based on inventory levels							
Maintains full behavioral control over the cooks 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							

Responds to emergencies/kitchen related issues quickly efficiently in accordance with the company contingency plan							
Advanced Knowledge of all company policies/procedures							
Accurately forecasts daily product production							
Competently expedites orders from the dispatching table (Inspects items for errors before serving)							
Maintains good personal hygiene							
Reports to work on time daily							
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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