



SUPERVISOR PERFORMANCE REVIEW

NAME: _____ REST# _____ DATE: _____ ver: 1/2010
 HIRE/PROMOTION DATE: _____ SHIFT LEVEL: _____ MANAGER NAME: _____
 HAS COMPLETED SUPERVISOR TRAINING MANUAL: ___ YES ___ NO

4= EXCEEDS STANDARDS 3=MEETS STANDARDS 2=SOMETIMES MEETS STANDARDS 1= BELOW STANDARDS		
	SCORE	COMMENTS
OPERATIONAL		
Food Quality- Holding Times Followed, Menu Standards Correct		
\$6 Service- Practices and enforces Smiles, Thank You's		
SOS- Maintains standards on DT and D/R speed		
Safe Food Handling- Enforces all QA Procedures		
Daily Activities- QA Log, Open/Close Checklists		
Food Cost Control- Understands/enforces Emp. Meals,Waste		
Labor- Manages correctly, cuts when needed		
ROS- knows how to use ROS correctly, uses daily		
<i>SUBTOTAL (OUT OF 32 PTS)</i>		
SUPERVISION		
Training- Assists training new employees		
Productivity- keeps employees busy stocking and cleaning		
Policies- enforced when in control- appearance, meals, etc		
Respect- works well with crew, maintains morale and productivity		
Discipline- takes proper action when needed		
Opening Duties- leads and performs		
Closing Duties- leads and performs		
Maintenance- Knows how to clean & maintain Char, Fryers, etc		
Safety- enforces safety procedures- cones, lifting, cutting, etc		
Scores- OA, QA, Secret Shop, etc when in charge		
<i>SUBTOTAL (OUT OF 40 PTS)</i>		
ADMINISTRATIVE		
Daily Paperwork- completes all tasks correctly, in timely manner		
Cash Handling- Follows all procedures- drops, pulls, safe log, etc		
Communication- communicates well with crew & manager		
Goals- works with manager to achieve goals		
Attendance- personal attendance- on time		
Grooming- personal grooming & appearance up to standards		
Complaints- Handles guest issues in positive & prof. manner		
<i>SUBTOTAL (OUT OF 28 PTS)</i>		
TOTAL (OUT OF 100 PTS)		
EMPLOYEE SIGNATURE: _____		<i>Raises are not guaranteed and will be awarded by the DM based on review score and personal observation.</i>
MANAGEMENT SIGNATURE: _____		
GIVE COPY TO EMPLOYEE, GIVE ORIGINAL TO DM		