

Bartender Evaluation Form

Employee Name: _____

Evaluation Period: _____

Ranking Instructions: For each of the following areas, give the employee a score of 1-5 to indicate how strong you think the employee's skill is.

Use the Comments section to discuss all items which you rank a 3 or lower.

5 – Has mastered this area and could teach others.

4 – Is strong in this area, but could improve.

3 – Is average in this area.

2 – Is below average in this area and could learn more about this.

1 – Need help with this to be more effective.

Position Work Habits:

_____ Nicely greets the guest and offers to seat at the bar area.

_____ The bartender can take the inventory and order supplies.

_____ Good knowledge of the restaurant's drinks and food options.

_____ Makes suggestions of our specialty cocktails and drink specials.

_____ Follows proper cleaning procedures for glasses, utensils and equipment.

_____ Knows how to properly address guest with allergies.

_____ Does a constant bar top and chair check during the day.

_____ Maintains cleanliness in all areas.

_____ Ensures that his/ her cleaning area is clean and swept.

_____ Comes to work with a positive attitude and with a smile.

_____ Follow the proper drink recipe and records drinks orders accurately.

_____ Remains calm in a tense situation with difficult customers.

_____ The bartender restores and replenish bar inventory properly.

_____ Properly use of jiggers when pouring out the drink orders.

Professional Development, Attitude, and Efforts

_____ Takes job seriously and seeks to improve skills

_____ Provides welcoming and positive customer service to all guest.

_____ Shows improvement in areas in which they have received training

_____ Arrives on time to his/ her shifts and rarely calls out.

_____ Is self-reflective with goals for ongoing development