

## Busser 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.

\_\_\_\_\_ Provides help and assistance to servers and waitstaff.

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

\_\_\_\_\_ Makes suggestions of our specialty cocktails and drink specials.

\_\_\_\_\_ Supports the dining facility by cleaning chairs and tables,

\_\_\_\_\_ Vacuuming floors, and removing trash from the facility.

\_\_\_\_\_ Prepares the dining room for guests by cleaning and clothing tables, setting utensils.

\_\_\_\_\_ 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.

\_\_\_\_\_ Removes used tableware between courses and provides tableware for next course.

\_\_\_\_\_ Remains calm in a tense situation with difficult customers.

\_\_\_\_\_ The busser clears tables after guests.

\_\_\_\_\_ The busser inspects assigned restroom every 30 minutes and cleans as needed

**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