

General Manager 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:

_____ Manage a team of FOH and BOH staff including scheduling, training, and general supervision.

_____ Overseeing daily business operations.

_____ Provides effective training to new hires and follows up with a Evaluation Form.

_____ Oversees that all opening and closing duties of the outlets are completed correctly and that cleanliness and maintenance.

_____ Evaluates daily, weekly and monthly performance and productivity.

_____ Provides excellent customer service to guests and excellent leadership to employees

_____ Responsible for accounting and financial data, by analyzing budget and monitors costs.

_____ Does a general bar, floor, and kitchen check during the day.

_____ Maintains a clean and safe work area,

_____ Maintains drink and food recipe documentation.

_____ Ensures bar is well-stocked and clean.

_____ Keeps Labor Percentage at 25% or below.

_____ Effectively sends the opening and closing report with restaurant updates and details.

- _____ Develops and implements restaurant growth strategies.
- _____ Plans and takes part of promotional events at the restaurant.
- _____ Ensure staff follows health and safety regulations.
- _____ Responsible for daily deposits, and the correct operation of the POS systems.

Professional Development, Attitude, and Efforts

- _____ Takes job seriously and seeks to improve skills
- _____ Demonstrates passion when providing drinks to the restaurant's guests. .
- _____ 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