

Kitchen 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:

_____ Follows the proper food standards and portion sizes.

_____ The KM provides effective training to the current and new kitchen staff.

_____ Follows proper plate presentation and garnish set up for all dishes.

_____ Comes up with monthly food specials.

_____ Follows proper cleaning procedures for dishes, utensils and refrigeration equipment.

_____ Knows how to properly address guest with allergies.

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

_____ The cook maintains a clean and safe work area,

_____ Provides training on preparing dish components (cutting meat, chopping vegetables, and preparing sauces.)

_____ Supervises food prep and cooking.

_____ Helps out on keeping Labor Percentage at 25% or below.

_____ Order food supplies and kitchen equipment, as needed.

_____ Provides quotes, estimates for Party Menus requested by guests.

_____ Checks food plating and temperature..

Professional Development, Attitude, and Efforts

_____ Takes job seriously and seeks to improve skills

_____ Demonstrates passion when cooking for 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