

Prep Cook 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.

_____ Follow the prep list created by chefs to plan duties.

_____ Follows the restaurant's cooking method and procedures.

_____ Ensures all food and other items are stored properly.

_____ Good understanding of all the kitchen rules, policies, and procedures.

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

_____ Prepares cooking ingredients by washing and chopping vegetables and cutting meat.

_____ Label and stock all ingredients on shelves so they can be organized and easily accessible.

_____ The Prep Cook maintains a clean and safe work area,

_____ Prepare simple dishes such as salads, entrees, etc.

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

_____ Properly cleaning prep areas and taking care of leftovers.

_____ Stocking and setting up the kitchen stations.

_____ Measures ingredients and seasonings to be used in cooking

_____ Reports to the KM and follows instructions.

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