

## Assistant 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.

\_\_\_\_\_ Follows the restaurant's cooking method and procedures.

\_\_\_\_\_ The KM Assistant follows proper plate presentation and garnishes set up for all dishes.

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

\_\_\_\_\_ Manages kitchen staff and coordinate food orders.

\_\_\_\_\_ Checks food plating and temperature.

\_\_\_\_\_ Does a kitchen stations check during the day.

\_\_\_\_\_ The cook maintains a clean and safe work area,

\_\_\_\_\_ Knows how Order food supplies and kitchen equipment, as needed.

\_\_\_\_\_ 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

\_\_\_\_\_ Trains kitchen staff on prep work and food plating techniques.

\_\_\_\_\_ Reports to the KM and follows instructions.

\_\_\_\_\_ Stores food products in compliance with safety practices.

### **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