

## Food Runner 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 Food Runner delivers food orders to customers quickly and accurately.

\_\_\_\_\_ Can properly bus tables by removing dirty dishes and trash.

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

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

\_\_\_\_\_ Uphold sanitation and food safety principles.

\_\_\_\_\_ Check in with customers to ensure their experience is satisfactory.

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

\_\_\_\_\_ Knows how to handle various impromptu requests from customers.

\_\_\_\_\_ Comes to work with a positive attitude and with a smile.

\_\_\_\_\_ Properly cleaning prep areas and taking care of leftovers.

\_\_\_\_\_ Assists by setting up tables before service with appropriate utensils, napkins and decorations.

\_\_\_\_\_ Sweeps and mops the kitchen floor during cleaning time.

\_\_\_\_\_ Reports to the KM or MOD, 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