

SJAC Food Groups, LLC Performance Evaluation

Overall Rating

Employee Name:	Manager Name:
Title:	Title:
Hire Date:	Reason for Review: 90 Day 9 Month Annual Merit
Period covered by review / / to / /	Next Review Date:

FUNCTIONAL AREAS OF RESPONSIBILITY

List below the essential functions of the position, and/or projects for which the employee is evaluated:

Restaurant environment; work with advanced kitchen and front-of-house operational equipment; hazardous conditions. Essential job functions may require maintaining physical condition necessary for standing, walking or sitting for prolonged periods of time. The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

Rating Standards

Not Applicable
Unacceptable
Improvement Needed
Meets Expectations
Exceeds Expectations
Outstanding

The employee is not required to perform in a specific rating factor, and it cannot be measured.
Work performance is inadequate and inferior to the standards of performance required for the position. Performance at this level cannot be allowed to continue.
Work performance does not consistently meet the standards of performance for the position. Serious effort is needed to improve performance.
Work performance consistently meets the standards of performance for the position.
Work performance is consistently above the standard of performance for the position.
Work performance is consistently superior to standards required for the job.

NA	U (2)	IN (4)	ME (6)	EE (8)	0 (10)	Areas to be Evaluated
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						Mission: The Mission statement is known, owned and energized daily
						Quality: The extent to which an employee's work is accurate, through and neat.
						Productivity: The extent to which an employee produces a significant volume of work efficiently in a specified period of time.
						Job Knowledge: The extent to which an employee possesses the practical/technical knowledge of product builds, safety and cleanliness.
						Reliability: Employee can be relied upon regarding task completion and follow-up.
						Attendance: Employee is punctual, observes prescribed work/meal periods and has an acceptable overall attendance record.
						Independence: Employee performs work with little to no supervision.
						Initiative: Employee seeks out new assignments and assumes additional duties when necessary.
						Adherence to Policy: Employee follows safety and conduct rules, other regulations and adheres to company policies: Uniform clean and neat
						Interpersonal Relationships: Employee demonstrates ability to cooperate, work and communicate with coworkers, supervisors, subordinates and guest.

Manager Comments:

Employee Comments:

Manager Signature

Date

Employee Signature

Date