

**PERFORMANCE EVALUATION**

TITLE: Director of Food and Beverage

Name:

Reviewed by:

Circle one:

1 = Not Meeting Expectations

2 = Meeting Expectations

3 = Exceeding Expectations

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| ESSENTIAL FUNCTIONS | PERFORMANCE EVALUATION |
| Organizes kitchen to respond in prompt and efficient manner.  Controls presentation consistency and quality per brand standards | 1 2 3 |
| Maintains kitchen in a clean and safe condition at all times | 1 2 3 |
| Plans food orders in an efficient manner to ensure purchases are made through master food distributor | 1 2 3 |
| Keeps waste log to keep costs down and waste at a minimum | 1 2 3 |
| Ensures proper storage/date stamps/and rotates inventory | 1 2 3 |
| Manages food and beverage associates in a positive way.  Ensures each and every guest is promptly greeted, and that guests are presented with exceptional service and quality food.  Both in presentation and quality. | 1 2 3 |
| Is lead person to proactively service meetings and banquets. | 1 2 3 |
| Manages and assists in maintenance of kitchen equipment.  Immediately reports any equipment in need of repair to Chief Engineer or General Manager | 1 2 3 |
| Monitors temperature logs and ensures they are completed at the end of each shift. | 1 2 3 |
| Schedules F & B team in accordance to guest requirements, however monitoring staffing to minimize labor costs wherever possible | 1 2 3 |
| Attendance | 1 2 3 |
| Dependability | 1 2 3 |
| Teamwork/Cooperation | 1 2 3 |
| Initiative | 1 2 3 |
| Follow through | 1 2 3 |
| Positive attitude | 1 2 3 |
| Culture champion | 1 2 3 |
| Effective communicator | 1 2 3 |

Additional Comments:

Manager’s Comments:

ASSOCIATE SIGNATURE DATE

MANAGER SIGNATURE DATE