



**Optimum  
Control**  
Food & Beverage Inventory Experts

## COOK EVALUATION FORM

### Rating Guidelines

### Performance Level

**SUPERIOR**—Performance is exceptional and rarely achieved by others. Consistently achieves results well in excess of prescribed standards.

5

**COMMENDABLE**—Performance exceeds the normal requirements on a consistent basis.

4

**MEETS STANDARDS**—Regularly meets standards prescribed for the position. A solid overall performance.

3

**MARGINAL**—Performance does not meet basic standards prescribed for the position. Improvement required.

0–2

A “3” is considered a normal, average, good worker who meets standards. What ever your standards are, 70-90% of your staff should be a “3”.



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## THE WAY YOU INTERACT WITH FELLOW EMPLOYEES

## Performance Level

### STAFF RELATIONS

Consistently demonstrates Attentive, Courteous, and Efficient service to other staff. Anticipates fellow workers' needs and responds to requests for help. Creates a friendly environment

### TEAM PLAYER

Cooperates and works well with others. Helps other staff every day to get ready for service.

Is Enthusiastic, portrays a positive demeanor and works toward company goals.

Understands that it is everyone's job to do whatever it takes to get the day's work done.

### FOLLOW-THROUGH

Sees tasks through to completion. Finishes work so the next shift is prepared.



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## THE WAY YOU INTERACT WITH CUSTOMERS

## Performance Level

### CUSTOMER RELATIONS

Consistently demonstrates Attentive, Courteous, and Efficient service to customers  
Treats customers with Consideration and Respect.

## THE WAY YOU PRESENT YOURSELF

### GROOMING STANDARDS

Practices and displays proper grooming, hygiene, and personal care per Employee Manual.

Maintains hair and facial hair per standards.

### UNIFORMS

Always wears the proper uniform. Uniform is always clean.



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## THE WAY YOU DO YOUR JOB

## Performance Level

### DEPENDABILITY

Can be counted upon to do what is expected and required.

Follows instructions and completes work on time with minimum supervision.

### QUALITY OF WORK

Work performed according to Chef's standards and work requirements.

All job description specifications are met. Consistency in work. Recipes are followed.

### QUANTITY OF WORK

Completes the expected amount of work in relation to standards