

Name: _____ Manager: _____

Crew Trainer Performance Review

3=All of the time 2=most of the time 1=rarely 0=not at all

1. Crew Trainer demonstrates hospitality to all guests	
2. Crew Trainer demonstrates good attendance and is punctual for every shift.	
3. Crew Trainer demonstrates the minimum appearance standards (correct pants, shirt, slip resistant black shoes, hat, etc).	
4. Demonstrates good hygiene, hair restrained and completes hourly handwashing	
5. Crew Trainer demonstrates the correct procedures for all positions.	Service: (rating x .3)
	Production: (rating x .3)
	Food Safety: (rating x .4)
6. Crew Trainer demonstrates team work on every shift (encourages other crew, works efficiently with others, does not talk about others, willingness to work or learn any position, etc).	
7. Crew Trainer uses appropriate communication while working & coaches others to ensure correct procedures are followed	
8. Crew Trainer demonstrates leadership, including stepping in for the shift or production manager as needed.	
9. Crew Trainer completes all Crew Training according to New Hire Training Plan for each newly hired crew person	
10. Crew Trainer cleans as you go, helps maintain station cleanliness and leaves area clean for next shift	
11. Crew Trainer routinely completes and enters verifications as assigned.	
Average Rating Equation (Total Rating Points/33 = ____% x 3)	

Exceeds standards Rating 3.00-2.50 (Pay increase 2%)	Meets standards Rating 2.50-1.50 (Pay increase 1.5%)	Does not meet standards Rating 1.50-0 (no increase in pay)

Top Strength:

Top Opportunity:

Crew Feedback: