**Coffee Room Manager Competencies:**

**1. Completion of Tasks/Checklists**

**1 2 3 4 5**

**Comments:**

**2. Works Efficiently/Makes Good Use of Time**

**1 2 3 4 5**

**Comments:**

**3. Appearance of Coffee Room**

**1 2 3 4 5**

**Comments:**

**4. Ability to Take Direction from Management**

**1 2 3 4 5**

**Comments:**

**5. Ability to Encourage & Inspire Volunteers**

**1 2 3 4 5**

**Comments:**

**7. Communication Skills (Verbal & Written)**

**1 2 3 4 5**

**Comments:**

**8. Attendance & Consistency**

**1 2 3 4 5**

**Comments:**

**9. Reliability & Dependability**

**1 2 3 4 5**

**Comments:**

**Coffee Room Manager Comments/Feedback:**

**Line Manager Action to be Taken:**

**Team Member action points:**

**Total Score of Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Committee Members Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Coffee Room Manager Competencies:**

**1. Each day you have some key Tasks/Checklists to complete. Could you tell us how you and the volunteers go about those tasks?**

**2. You, as manager, have a number of area of responsibilities. How do you manage your time in doing the ordering, accounts, training, serving customers, etc.?**

**3. Someone recently said we decide in seven seconds what we think of a person or place. How do you go about keeping up with Hygiene and the appearance of Coffee Room?**

**4. As manager of the Coffee Room, you have a staff management role as well as being the only paid worker. How have you found communication and direction from Sam as Line Manager on behalf of the Select Vestry?**

**5. We are heavily reliant on the good will of our volunteers. What have you found to be the best ways to encourage and inspire them?**

**7. What has been your experience of the volunteers following your leadership and encouragement, both personally in conversations and to your emails?**

**8. There have been a number of interruptions to the opening of the coffee room due to variety of factors. How have you managed these interruptions?**

**9. How do you feel the volunteers have coped with these interruptions and the times when you weren’t present to manage them?**

**10. How do you feel consistency could be improved for customers and volunteers in the months ahead?**

**11. Do you have any comments, thoughts or questions?**

**12. Explain the decision regarding extension of probationary period.**