**Performance Review for Shift Manager**

**Title of Position:** *Shift Manager*

**Department:** *General*

**Reports to:** *General/ Assistant Manager*

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

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

**Overview of Position/ Job Purpose:**

**Our Mission:** To deliver excellence in food service while providing a quality menu

**Our Vision:** To be the best part of our customer’s day

The ABC Restaurant’s Front Line Shift Manager is ideally an energetic, detail-oriented, dependable team member and leads by example. S/he creates beautiful food, is able to efficiently prep, and shares the duty of dishwashing with his/her team. S/he is responsible for organizing the front line team for the shift assigned to keep our food coming out efficiently and accurately to our customers. The Front Line Shift Manager is a leadership role and is expected to give 100% at all times.

**Shift Manager Competencies:**

**1. Leadership - Ability to Communicate with Team Members / Assign Tasks**

Below Expectations Meets Expectations Exceeds Expectations

Comments:

**2. Leadership- Ability to Collaborate/Work with Upper Management**

Below Expectations Meets Expectations Exceeds Expectations

Comments:

**3. Consistency in Work**

Below Expectations Meets Expectations Exceeds Expectations

Comments:

**4. Trustworthiness**

Below Expectations Meets Expectations Exceeds Expectations

Comments:

**5. Problem Solving Skills & Resourcefulness**

Below Expectations Meets Expectations Exceeds Expectations

Comments:

**Organizational Competencies:**

**1. Teamwork**

Below Expectations Meets Expectations Exceeds Expectations

Comments:

**2. Customer Service**

Below Expectations Meets Expectations Exceeds Expectations

Comments:

**3. Appearance / Customer-Ready Presence**

Below Expectations Meets Expectations Exceeds Expectations

Comments:

**4. Communication Skills (Verbal)**

Below Expectations Meets Expectations Exceeds Expectations

Comments:

**5. Dependability / Reliability**

Below Expectations Meets Expectations Exceeds Expectation

Comments:

**Milestones & Expected Date for Achievement:**

**1.**

**2.**

**3.**

**Personal Goals:**

**1.**

**2.**

**3.**

**Comments:**

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

**Name of Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Signature of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**