

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:
