



MRG RED HAT EVAL

Back of the House

Employee		Date	
Position Title		Restaurant	
Evaluation Scores			
<input type="checkbox"/> First W Score: _____ <input type="checkbox"/> Second W Score: _____ Third W Score: _____ Fourth W Score: _____			
Instructions: Evaluate employee's work performance as it pertains to his/her job description. Circle the number that best describes the employee's performance. Comments are required for all fives (5), twos (2) & ones (1). Give a copy of the evaluation to the employee and explain pros and cons for them to work on. Any employee who receives a D or F in any category must go back through the Back Line Training module in of TMTP. Any D's or F's on follow-up evaluation may result in disciplinary action up to and including termination for failing to perform job duties successfully.			
Scores are set up like a School Report Card: 5 = A 4 = B 3 = C 2 = D 1 = F			

Back of House	Level of Performance	Comments
Prep and Preparation of Food: Is accurate and done according to Spec. Toast is correct for Buns and Subs. Roast Beef is sliced according to Spec. Sandwiches are being prepared properly.	5 4 3 2 1	
Safety is Everything: Follows all Basic Safety and Food Safety Guidelines <ul style="list-style-type: none"> • Importance of properly cleaning, rinsing and sanitizing your work station every 4 hours and more often as needed • Hand Washing Job Aid – always follow proper hand washing & glove usage guidelines • Properly handle product returns – always prepare new sandwiches / product and place the returned item in the waste bucket 	5 4 3 2 1	
Food Specs: Employee is well versed in all food specs.	5 4 3 2 1	
Times and Temperatures: <ul style="list-style-type: none"> • Cold wells and walk-in cooler temperature must maintain between 34°F - 40°F at all times • Freezer temperature at 0°F +/- 10°F • Holding oven temperature at 150°F / texture setting at +2 • Beef oven temperature at 200°F / fan set on low • Bottom oven temperature at 325°F • Henny Penny holding cabinet at 175°F • OSM – review proper Toaster settings for your restaurant • Proper use of waste buckets 	5 4 3 2 1	

Serves Quality Products: Does not sell or serve old product. Food is presented neatly. Lives by QF3 (Quality Food, Fast and Friendly)	5 4 3 2 1	
Pride in Self & Restaurant: Employee is clean and in proper Arby's uniform. Work station is crystal clean. (If you see it, so do your customers)	5 4 3 2 1	

Strengths:

Areas that Need Immediate Attention:

Objectives to be Accomplished by Next Evaluation:

Rate employee's OVERALL performance in Red Hat Service

Average Rate = _____ (Add together each level of performance then divide the total by 6)

Employee Comments:

I have reviewed the foregoing evaluation and acknowledge that the items and subjects contained herein were discussed with me. I further acknowledge that I have been encouraged to provide any comments or disagreements I may have about this evaluation in writing in the space provided above.

Employee Signature / Date

Manager's Signature / Date