

## EVALUATION FORM HOENDER EN HOP

**NAME:**

**1st day:**

**BUDDY:**

	1st	3rd
<b>RUNNING</b>		
Knows the table numbers		
Knows how to walk with trays		
Serves correctly (coasters/ labels)		
Makes coffee plates		
Keeps the workspace clean		
Responds to the bell		
Knows how to walk with plates		
Serves plates correctly		
Takes dirty glasses from tables		
Takes trays from unit		
Takes grey bins from unit		
Cleans trays (no leftovers)		
Sorts glasses		
Sorts plates and cutlery		
Keeps up with tempo		
Keeps overview on the floor		
Is helpful to guests		
<b>WORKING CONDUCT</b>		
Being on time		
Positive attitude/conduct		
Handles stress		
Shows initiative		
Shows motivation		
Listens to instructions		
Signals for help/explanation		
Greets the guests		

**3rd Day:**

**BUDDY:**

	1st	3rd
<b>BEDIENING (if applicable)</b>		
Knows the table numbers		
Keeps tables clean		
On time on the floor		
Work gear in order		
Knows how to work the handheld		
Knowledge of products		
Welcomes guests		
Attentive to Guests		
Communicates with the bar		
Communicates with the kitchen		
Communicates with waiters		
Overview of their tables		
Handles payments correctly		
Knows the kitchens serving hours		
Sets tables with cutlery		
Upselling drinks, food, specials		
<b>BAR (if applicable)</b>		
Keeps the workspace clean		
Refills		
Rinsing glasses		
Checks glasses on the bar		
Checks ice		
Runs the dishwasher		
Overview of the bar		
Knows where products are		
Is helpfull to guests at the bar		

**TIPS/TOPS:**

**FOR NEXT SHIFT:**