

Trainee

Evaluator

Concept / Location

Date

HOW TO RUN THIS OBSERVATION the manager evaluates independently across 1-2 hours of the trainee's final training day. Mark YES or NO for each item in real time as it happens.

OBSERVATION

CERTIFICATION CHECKLIST Full shift · real time

- Food running — confirms table number at expo on every run, full hands, correct seat delivery. ☐ YES ☐ NO
- Pre-bussing — clears on every pass, never walks past a finished plate. ☐ YES ☐ NO
- Table framing — frames before every course delivery, no prompting needed. ☐ YES ☐ NO
- Restock — identifies and addresses at least one proactive restock during service. ☐ YES ☐ NO
- Floor cleanliness — sweeps and checks floor on rotation, addresses spills immediately. ☐ YES ☐ NO
- Bathroom check — completes and logs at least one bathroom check during service. ☐ YES ☐ NO
- 5ft/10ft rule — demonstrated on every pass through the dining room. ☐ YES ☐ NO
- Cross-support — responds to Hands call, completes at least one Drop & Go. ☐ YES ☐ NO
- Guest interaction — acknowledges at least one guest question with a confident, knowledgeable response. ☐ YES ☐ NO
- Communication — uses correct safety terms throughout the shift. ☐ YES ☐ NO
- Side work — opening and closing side work completed fully to standard, without prompting. ☐ YES ☐ NO

☐ **CERTIFIED**
Ready for solo shift

☐ **RETRY**
Specific areas noted below

☐ **EXTENDED**
Additional training assigned

Next step / follow-up:

DEBRIEF NOTES

Strengths:

Areas to address before retry:

TRAINEE

EVALUATOR

CAPTAIN / GM

DATE