



LEVEL 2 SHIFT LEADER

Name: _____ Date: _____ Store Number: _____

Evaluator: _____ Date of Hire: _____

Training Start Date: _____

(Approval must be received from the Area Supervisor and all Level 1 training completed before a team member is entered in Level 2 Training)

| Activity | Rating | Comments |
|--|--------|----------|
| Punctuality | | |
| Image | | |
| Handles simultaneous tasks during rush | | |
| Customer Relations | | |
| Order Taking Ability | | |
| Ability to handle stress | | |
| Pizza Making ability | | |
| Oven-tending ability | | |
| Dough Management | | |
| Personnel management | | |
| Hiring hourly personnel | | |
| Training Drivers | | |
| Training Order Takers | | |
| Training pizza makers | | |
| Weighing pizzas consistently | | |
| Paperwork | | |
| Daily report | | |
| Daily food inventory | | |
| Cost percentages | | |
| Hourly sales | | |
| Payroll percentages | | |
| Coupon redemption | | |
| Bi-weekly payroll | | |
| Relief management | | |
| Paperwork completed | | |

| | | |
|---|--|--|
| Paperwork Accuracy | | |
| Paperwork Legibility | | |
| Personnel management | | |
| Food cost maintained | | |
| Service maintained | | |
| Store cleanliness | | |
| Paperwork FAXed | | |
| Anticipate needs | | |
| Large Pepperoni time: 55 seconds | | |
| Large Pro Special time: | | |
| Equipment maintenance | | |
| OVERALL RATING | | |
| RATING: 1-UNSATISFACTORY 2-NEEDS IMPROVEMENT 3-SATISFACTORY 4-GOOD 5-OUTSTANDING | | |

Relief Manager Experience

| DATE | STORE | SALES VOLUME | RATING | COMMENTS |
|------|-------|--------------|--------|----------|
| | | | | |
| | | | | |

Recommendations:

Next 2 week's goals:

I have read this and discussed it with the evaluator and I (agree) (disagree)

Trainee Signature: _____ Date: _____

Evaluator Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____