

**CHEERS FOOD AND FUEL
STORE MANAGER- PERFORMANCE APPRAISAL**

Name: _____ Store # _____ Time in Position: _____

SCORE: Very Good 432 - 325 Good 324 -217 Needs Improvement 216 or Below

RATING: 4 - Excellent 3 - Good 2 - Satisfactory 1 - Needs Improvement			
Criteria	Weight	Rating	Score
1 Sales - Sales vs. budgets and prior years / Mystery Shops scores	10		
2 Labor Cost Management	10		
3 Inventory Management - Food Cost, Days on hand inventory.	10		
4 Adherence to Company Policies - Follows policies and procedures regarding safety, security, harassment free environment and other policies.	10		
5 Working Relationships - Considers the willingness to work with others, the ability to accept constructive criticism and cooperate with fellow employees and supervisors.	8		
6 Knowledge of Job - Consider the knowledge of present job, of other work closely related to it, and of the equipment or tools necessary to perform job functions.	8		
7 Paperwork - Accurately completes all paperwork including deposits to bank on time. Accurately checks in vendors and enforces all loss prevention.	8		
8 Team Member Training - Train team members to promote efficiency and profitability of the store and properly record all training	8		
9 Quality of Work - Consider the quality of work produced and promptness with which it is completed.	8		
10 Food Safety - FIFO, Day Dots, Temps, Sanitizer, & Hand washing	8		
11 Creativity - Consider the ability to offer suggestions and propose new and creative ideas and solutions to working situations.	6		
12 Team Member Turn Over -	6		
13 Maintains confidentiality of personnel issues, sales volumes and other private store matters	4		
14 Initiative - Consider the extent to which new work assignments and additional duties are sought out when necessary.	4		
Total Score	108		

Multi unit manager comments/goals:

Store Manager's comments/goals:

Multi unit mgr: _____

Date: _____

Store Manager: _____

Date: _____