Food Evaluation Checklist

Answer each question at least once a week and review at weekly staff meetings.

PRODUCT

1. Food is properly cooked and looks appealing.	1	2	3	4	5
2. Food is tasted during each production shift.	1	2	3	4	5
3. Food is seasoned appropriately.	1	2	3	4	5
4. Line/items have good: COLOR TEXTURE SHAPE HEIGHT	1	2	3	4	5
5. All food is the correct temperature.	1	2	3	4	5
6. Portioning is even and appropriate.	1	2	3	4	5
7. Garnishing is used for each line/item.	1	2	3	4	5

Recommended improvements:_____
_____
_____

PEOPLE

1. 100% of servers/cashiers are in uniform.	1	2	3	4	5
2. Customer service to each student is high quality.	1	2	3	4	5
3. Servers upsell all food items.	1	2	3	4	5
4. Staff visits dining area during each meal period.	1	2	3	4	5
5. Customers are involved in menu selection process.	1	2	3	4	5

Recommended improvements:_____
_____
_____

PROCESS

1. Line is organized for the convenience of the customer.	1	2	3	4	5
2. All tools/equipment are available for all jobs.	1	2	3	4	5
3. Employees are involved in changing/setting work processes.	1	2	3	4	5
4. Facilities are comfortable for staff and customers.	1	2	3	4	5
5. Customer satisfaction survey is completed.	1	2	3	4	5

Recommended improvements:_____
_____
_____

Completed by:_____Date:_____