



**DINING ROOM STATION  
OBSERVATION CHECKLIST**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

| SCORE |   | COMMENTS |
|-------|---|----------|
| /2    | <i>Uniform and personal appearance to Trees' standard.</i>                    |          |
| /2    | <i>Ensures patio is cleaned and maintained.</i>                               |          |
| /2    | <i>Cleans tables &amp; chairs thoroughly; pushes chairs back into tables.</i> |          |
| /2    | <i>Maintains washroom cleanliness and supplies stocked.</i>                   |          |
| /2    | <i>Keeps windows, doors and sills clean.</i>                                  |          |
| /2    | <i>Displays a sense of urgency and responds promptly to spills etc.</i>       |          |
| /2    | <i>Keeps floors clean; mops up spills promptly.</i>                           |          |
| /2    | <i>Ensures dishes are washed &amp; put away.</i>                              |          |
| /2    | <i>Maintains condiment station cleanliness &amp; stocked.</i>                 |          |
| /2    | <i>Maintains cleanliness of work station. Washes hands regularly.</i>         |          |

**/20**

**GENERAL COMMENTS:**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Manager Signature