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Reichel Foods, Inc. Employee Performance Review

EMPLOYEE INFORMATION

Name: Sabastiano Mario	Due Date: 8/31/2020
Job Title: Sanitation Employee Level 1	Employee Start Date: 9/7/2010
Department: Sanitation	Supervisor/Manager: Anthony Dahlke
Review Period 9/7/2019 to 9/7/2020	Raise Recommended? Yes / No How much? N/A

RATINGS

	1 = F Poor	2 = D Fair	3 = C Satisfactory	4 = B Good	5 = A Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments Sabastiano is a veteran Sanitation employee with job knowledge in all rooms and all areas. He demonstrate daily his ability to perform all job tasks asked of him and his ability to be flexible in all areas. Sabastiano is able to recall all SSOP knowledge for all areas making him a valuable asset to the team.</i>					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments Sabastiano is very particulate in checking over his work area to make sure he is performing well. He shows high concerns for the quality of work he does and his concern for doing a job well done. Sabastiano is also able to teach newer employees how to clean properly and assists with completing tasks with his co-workers.</i>					
Attendance/Punctuality 3 call in/0 tardy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments Sabastiano communicated well during his absences and has been a reliable team member that is here ready to work on most days.</i>					
Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments 1 Safety Incident involving Sabastiano getting injured while cleaning the PB pump that was still in operation mode.</i>					
Food Safety/GMP Compliance 0 GMP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments Sabastiano is always following his GMP's and making sure he cleans to keep food safety at the highest priority.</i>					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments Sabastiano communicates greatly with his leads, Supervisor, and co-workers. He has great understanding of job tasks and is able to teach new employees in an effective way for them to understand and perform each task of them.</i>					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments Sabastiano is usually one of the first ones in the MV1 room ready to go and gets started as soon as production is done. He takes on extra cleaning and finds the best way to make sure all areas are cleaned efficiently.</i>					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments Overall, Sabastiano is a very dependable employee and co-worker with his many skills and vast knowledge of the daily job tasks and work areas. He helps out and volunteers to for extra work when it is needed.</i>					
Overall Rating (average the rating numbers above)	4.875				

EVALUATION

ADDITIONAL COMMENTS Continue to do great work and communicate with everyone. Continue to inspect all job tasks and effectively complete all work areas. Sabastiano has shown many years of dedication to his position and we thank him for this.

GOALS (as agreed upon by employee and manager) Follow all SSOP's, GMP's, and Safety Rules at all times to help make Reichel Foods audit ready. Additional list of goals will be added to the Performance Review.

VERIFICATION OF REVIEW

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature <i>[Signature]</i>	Date 8/17/20
Supervisor/Manager Signature <i>[Signature]</i>	Date 8/17/20

OFFICE USE ONLY

Base Amount: <i>0 cents</i>	Prev. Raise Amt:	Date:	Reason:
New Wage: 19.76	Prev. Raise Amt:	Date:	Reason:
Effective Date of New Wage:	Prev. Raise Amt:	Date:	Reason:

Accounting Signature

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Reviewee Name: Sebastiano Mario
 Shift: 3rd
 Assessor: Anthony Dahlke

Sanitation Performance Review Proficiency Assessment

Task Descriptions	NA			Meets			Exceeds			Date Tested	Comments
	Below Standards										
Skill Area #1 - Zone Cleaning/Sanitation Utensil Knowledge											
Product Contact/Non-Product Contact Zones						X			8/6/2020	Sebastiano is able to identify all cleaning zones and utensils used for each zone in multiple areas throughout the facility. He demonstrated his complete understanding and ability to follow the cleaning/storage of all utensils. He also assists with making sure his co-workers are trained in the cleaning of the zones and utensils.	
Scrub Pads/Scrub Brushes\Other Utensils-Color Coding						X			8/6/2020		
Cleaning Utensil Inspection/Coverage/Cleaning/Storage						X			8/6/2020		
Skill Area #2 - PPE/Employee-Chemical Safety											
Works Safely- Works Safely With Team Members						X			8/6/2020	Sebastiano demonstrated his understanding of LOTO and the correct use while cleaning both the MV1 and Orics 6 lines. He is well trained in the use of chemicals and mixing them in the portable foamers. Sebastiano demonstrated titration of chemicals being used daily in the MV1 room.	
PPE-Wears require PPE and appropriately/Inspection/Storage						X			8/6/2020		
Follows All Equipment and LOTO Procedures						X			8/6/2020		
Labeling of chemicals/chemical equipment						X			8/6/2020		
Chemical Mixing						X			8/6/2020		
Skill Area #3 - Sanitation Process											
Dry Cleaning						X			8/6/2020	While watching Sebastiano follow the cleaning steps, it was noticed that he takes his time and checks his work thoroughly. Sebastiano has complete understanding of each step of the process and is able to assist with training new employees on these processes as well. Great job making sure the contact time of the foam is at least 10 minutes and is communicated with his co-workers on the time before scrubbing takes place. Uses the flashlights daily to check areas of the lines that are difficult to see and make sure all debris is removed.	
Sani wiping/Protecting Sensitive Equipment/						X			8/6/2020		
Equipment Disassembly/Reassembly						X			8/6/2020		
Pre/Post-Rinsing-Hot Water/Direction/Coverage						X			8/6/2020		
Foaming-Contact/Consistency/Coverage/Cleaner Knowledge						X			8/6/2020		
Scrubbing-Color Coded Pads/Brushes/Direction						X			8/6/2020		
Drains - Handling/Cleaning Surrounding Area						X			8/6/2020		
Sanitizing-Coverage/Types/Concentration/Testing/Baths						X			8/6/2020		
Floor/Ceiling Drying-Squeegee Usage/Storage/Inspection/Condensation						X			8/6/2020		
Line Inspection-Inspection for the line free of deficiencies						X			8/6/2020		
SSOP Knowledge						X			8/6/2020		
Review Period Test Scores											
QTR 1 sanitation quiz						N/A			N/A		
QTR 2 sanitation quiz						N/A			N/A		
QTR 3 sanitation quiz						N/A			N/A		
QTR 4 sanitation quiz						11/6/2019	18/18		N/A		
Sanitation 7 step quiz						N/A			N/A		
Allergen Quiz						N/A			N/A		
Soil ID						N/A			N/A		
Master Sanitation Test						N/A			N/A		

Reviewee Signature: *DM*
 Date: 8/17/20
 Assessor Signature: *AD*
 Date: 8/17/20

Reviewee Name: Sebastiano Mario
Shift: 3rd
Assessor: Anthony Dahlke

Sanitation Performance Review Proficiency Assessment

GOALS:

1. Follow all SSOP's, GMP's, and Safety Rules at all times to help make Reichel Foods audit ready.
2. Continue to score a 90% or higher on all Sanitation tests and Quizzes.
3. Continue to work towards a 95% or higher pass rate of all ATP swabs taken.
4. Continue to work towards zero debris found during Pre-Op. Inspections on both lines in the MV1 room.
5. Work with room lead on job rotation to help assist with trainings of newer employees on all areas.
6. Follow all Safety procedures when working with equipment to help reduce the number of safety incidents in the MV1 room.