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Reichel Foods, Inc. Employee Performance Review



EMPLOYEE INFORMATION					
Name: Jemima Jibi	Due Date: 4/30/2021				
Job Title: Sanitation employee level 1	Employee Start Date: 5/22/2019				
Department: Sanitation	Supervisor/Manager: Anthony Dahlke				
Review Period 5/22/2020 to 5/22/2021	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 checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments Jemima learned the cleaning process for the Mv2 and Rotary lines as well as the dispenser for the Mv2 line. She does still need reminding of the cleaning process and has received follow up training recently from her Supervisor on the correct cleaning process for the MV2 room. This includes working as a valuable member of a team and assuming each team members role in the cleaning process.</i>					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments Jemima works hard and shows that she can follow most steps of the process. She does need to take her time in checking over her work and making sure that each step is being completed correctly before moving on to the next step. This includes using all necessary tools and resources to ensure that the equipment is free of all debris during rinsing and cleaning. Pre-Op Inspections have shown that there are areas to improve on for the Mv2 line.</i>					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments 7 call ins / 5 tardy Jemima has used all her No Faults days allotted in a review period and has had some issues with being able to start her shift on time.</i>					
Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments Jemima had 2 incidents during the last review period. The first incident involved not wearing Safety goggles correctly while using sanitizer in the Tumbler room. The second incident was during rinsing of guards on a table that resulted in her injuring her back. Both these incidents could have been prevented with following safety procedures such as wearing PPE when working with chemicals and wearing them correctly and also following the recommended stretches before working that all personnel receive and are reminded of doing frequently. Jemima has not had any repeats of these incidents and has exercised caution since each incident.</i>					
Food Safety/GMP Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments 0 GMP Jemima has had no GMP violations. She makes sure to follow her GMP's to include wearing her mask for Covid, washing hands, sanitizing her PPE and equipment when necessary, etc. She does a great job in making sure not to cross-contaminate.</i>					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments There have been documented issues with concern for Jemima communicating respectfully towards her co-workers and Supervisor. Jemima has expressed her thoughts openly about her co-workers in non-respectful manners and has been spoken to about making sure that this way of communicating is not being done. Jemima has also had to be given instruction multiple times on how to perform certain tasks, when to communicate personal issues with her supervisor such as leaving early, needing days off, other work schedule, etc...</i>					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments Jemima has required some motivation to get started right away in the MV2 room. This is often due to arriving to the start of the shift late. Once started, Jemima stays on task and completes job duties she is assigned to. Shutdown nights, Jemima often requests to leave work early for her other job which results in her not actively participating in team responsibilities as the other staff members are required to do so.</i>					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments There are several areas that need improvements on that can help Jemima become a more dependable member of the team. Attendance needs improvements made with fewer call ins and less being tardy for her shift. Safety is concerning with following all Safety procedures and wearing PPE at all times while working with chemicals. Communicating effectively and respectfully with her co-workers and Supervisor are ways to make improvements on work performance and keeping a positive mindset to help complete all tasks effectively and in a timely manner. These are a few examples on how to make improvements over the next review period.</i>					
Overall Rating (average the rating numbers above)	3.3				
EVALUATION					
ADDITIONAL COMMENTS Jemima has shown that she can work effectively and help out the team in several areas. She volunteers her time to help on extra work days and stays busy throughout her shift. Improvements on several areas can lead to better results for the next review period and she will be given all opportunity to succeed in accomplishing these goals.					
GOALS (as agreed upon by employee and manager) Follow all SSOP's, GMP's, and Safety Rules at all times to help keep Reichel Foods audit ready. Additional list of goals will be added to the Sanitation 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	Date 4/27-21				
Supervisor/Manager Signature	Date 4/27/21				
OFFICE USE ONLY					
Raise Amount: 0 \$ mg	Prev. Raise Amt:	Date:	Reason:		
New Wage: 17.00	Prev. Raise Amt:	Date:	Reason:		
Effective Date of New Wage:	Prev. Raise Amt:	Date:	Reason:		
Accounting Signature					

Sanitation Performance Review: Proficiency Assessment

Reviewee Name: Jemima Jibi
 Shift: 3rd
 Assessor: Ant...y Dahlke

Meets Exceeds
 Standards Standards
 Below Standards Standards

Task Descriptions	NA	Below Standards	Meets Standards	Exceeds Standards	Date Tested	Comments
Skill Area #1- Zone Cleaning/Sanitation Utensil Knowledge						
Product Contact/Non-Product Contact/Zones			X		4/23/2021	Jemima meets standard in her knowledge of cleaning utensils and the zones each utensil is used for. She is able to demonstrate the cleaning of the utensils and the correct storage of the utensils. She knows that each utensil is sanitized before and after each use.
Scrub Pads/Scrub Brushes\Other Utensils-Color Coding			X		4/23/2021	
Cleaning Utensil Inspection/Coverage/Cleaning/Storage			X		4/23/2021	
Skill Area #2- PPE/Employee-Chemical Safety						
Works Safely- Works Safely With Team Members		X			4/23/2021	Jemima had 2 incidents that involved safety. The first involved her not properly wearing her PPE and the other was her injuring herself while lifting guards. She is able to identify the safety steps when working with equipment in the MV2 room. She is also able to demonstrate her knowledge of mixing chemicals with direction and making sure all containers are properly labeled.
PPE-Wears require PPE and appropriately/Inspection/Storage		X			4/23/2021	
Follows All Equipment and LOTO Procedures			X		4/23/2021	
Labeling of chemicals/chemical equipment			X		4/23/2021	
Chemical Mixing			X		4/23/2021	
Skill Area #3- Sanitation Process						
Dry Cleaning			X		4/23/2021	Jemima was able to demonstrate her knowledge of the cleaning process. She does need to make improvements on the rinse process. Rinsing is to be done from the top down and against the flow of the conveyor while maneuvering around the equipment to thoroughly rinse in a single motion. It was seen that Jemima was not following this process and rinsing in a spot checking pattern. She was moving around the equipment quickly and covering several areas multiple times. This in turn made for inspection not thorough. There were several deficiencies found on the line during inspection. These steps in the cleaning process will require Jemima to follow the correct procedures and make improvements on being thorough. She was able to meet standard in all other steps of the cleaning process and able to give clear step by step instructions when asked what the steps are in the cleaning process.
Sani wiping/Protecting Sensitive Equipment/			X		4/23/2021	
Equipment Disassembly/Reassembly			X		4/23/2021	
Pre/Post-Rinsing-Hot Water/Direction/Coverage		X			4/23/2021	
Foaming-Contact/Consistency/Coverage/Cleaner Knowledge			X		4/23/2021	
Scrubbing-Color Coded Pads/Brushes/Direction			X		4/23/2021	
Drains- Handling/Cleaning Surrounding Area			X		4/23/2021	
Sanitizing-Coverage/Types/Concentration/Testing/Baths			X		4/23/2021	
Floor/Ceiling Drying-Squeegee Usage/Storage/Inspection/Condensation			X		4/23/2021	
Line Inspection-Inspection for the line free of deficiencies		X			4/23/2021	
SSOP Knowledge			X		4/23/2021	
Review Period Test Scores						
QTR 1 sanitation quiz	N/A	N/A	N/A	N/A	N/A	N/A
QTR 2 sanitation quiz	N/A	N/A	N/A	N/A	N/A	N/A
QTR 3 sanitation quiz	N/A	N/A	N/A	N/A	N/A	N/A
QTR 4 sanitation quiz	N/A	N/A	N/A	N/A	N/A	N/A

Reviewee Signature: 
 Date: 4/23/21
 Assessor Signature: 

Sanitation Performance Review Proficiency Assessment

Reviewee Name: Jemima Jibi
 Shift: 3rd
 Assessor: Ant...y Dahlke
 Sanitation 7 step quiz
 Allergen Quiz
 Soil ID
 Master Sanitation Test

Date: 4/27/21

N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

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 make progress on following the cleaning process. This includes further training on the correct way to rinse equipment, using time efficiently and being thorough in the rinse process using all necessary equipment such as flashlights and picks at all times to help with the inspection of the equipment before and after foam/scrub.
5. Continue to learn how to properly titrate all chemicals. Weekly rotation will be given to learn the titration process. Lead will be responsible for making sure accurate training has been given and will be followed up by the Supervisor.
6. Attendance needs to be improved on during the next review period to achieve a high score rating. Attendance was at a max for No Fault days used and there was an excess of days being tardy. The expectation for all Sanitation personnel is to be present as much as possible and to start on time. Daily and weekly reminders will be given by the Supervisor along with follow up on progress.
7. Safety will need improvements with the goal being zero incidents. Safety gear is issued with the purpose of being worn correctly at all times while chemicals are being used. Follow up will be conducted by the Supervisor on a regular basis.