## **Application for Advancement**

## **Captain Self Assessment**

Once you've completed your self assessment, please submit it to your staffing manager. Assessments will be reviewed by your staffing manager and then submitted to the event planners for a full evaluation. Please note, that if your evaluation is approved, we cannot guarantee you will eligible for promotion until a spot for that position becomes available.

CATEGORY		EMPLOYEE	DIRECT SUPERVISO
Experience			
Experience	Has worked a minimum of 8 TFS Events as a WS2		
	Has worked a minimum of 3 events with seated, multi-course, individually plated, or family-style	H	H
	Has worked a minimum of 2 events with action stations		
	Has worked a minimum of 2 events with passed HDs		
	Has worked a minimum of 2 events with buffet service		
Complex Chille			
Service Skills	Shows the necessary ability, knowledge and skill to set up service stations successfully with minimal supervision		
	Can properly set up a bussing station	H	Ä
	Can properly set up a beverage station		
	Can properly set up a coffee station		
	Can properly set up a buffet station		
	Can properly set up passing station		
	Can properly set up an action station		
	Can break down stations with minimal or no supervision: tables, risers, floor mats, linens, etc		
	Demonstrates food and beverage menu knowledge and can answer questions efficiently & correctly from guests / other staff		닏
	<ul> <li>Knows how to effectively communicate and request quantities from the FM &gt;&gt; BOH</li> </ul>		
Hospitality Traits			
	Takes direction from leads in a positive manner and applies that direction		
	Able to identify creative solutions and work-arounds for any given scenario. Able to adapt and innovate if typical		
	method/equipment not available		
	Professional and responsible when addressing customer needs and ensuring they have a good experience		님
	<ul> <li>Demonstrates attention to detail and patience to teach peers how to finish a job or task correctly</li> <li>Responds knowledgeably to client requests</li> </ul>		$\vdash$
	Ability to keep calm under pressure		H
	Extremely hospitality-minded and exhibits impeccable commitment to service. Positive, outgoing, and eager to provide guests		
	<ul> <li>with a great interpersonal experience as well as a culinary one.</li> </ul>		
	Embodies a constant sense of urgency and adaptability regarding fluctuating timelines		
Onsite Execution			
Skills			
	Knows fire safety requirements (difference between extinguishers and their purposes) including demonstration of electrical		
	• knowledge		
	<ul> <li>Understands breakdown organization and procedure, including separating trash and linens, organizing dirty and clean items,</li> <li>separating rentals from TFS-owned items</li> </ul>		
	Understands how to properly stage and pack trucks		
	Demonstrates Recology protocol understanding & can set up trash bins. Takes proactive action to ensure these are set up		
	properly at events.		
	Demonstrates safe lifting techniques and ensures that peers do the same		
	Knows how to dispose of sterno and how to handle before disposal		닏
	Demonstration of Kit knowledge: What kits exists, what do they look like? What are they for?		님
	Ability to keep areas out of guests' sight clean & organized		
Work Ethic & Attitude			
	Understands and demonstrates constant respect for onsite hierarchy (EM>FM>Captain>WS2>WS1)		
	Demonstrates a "What can I do next?" attitude		
	Asks relevant questions and demonstrates a curiousity to learn		
	Embodies adaptabliity when event changes occur		
	Understands the importance of leaving a space (venue or home) cleaner than we found it		
	Consistently shows up to shifts on time		닏
	Consistently adheres to uniform, is well-groomed and professional in every instance		님
	<ul> <li>Leads by example and doesn't use their phone on the floor / sneak away to use it unless on break</li> <li>Understands and adheres to TFS Handbook Policies</li> </ul>		H
	Hasn't recieved disciplinary action in the past 3 months		H
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Leadership	a Lande hu evenuele. Able to delegate hut villige to ivan in who was a state of		
	<ul> <li>Leads by example. Able to delegate, but willing to jump in wherever needed</li> <li>Leads by teaching, modeling and inspiring rather than demanding</li> </ul>		
	Leads by teaching, modeling and inspiring rather than demanding     Remains calm and speaks to peers and supervisers respectfully, even in busy moments or stressful situations		
	Understands how to manage different people differently	Ï	H
	Inspires excellence in others		
	High standards in regards to personal hygiene and uniform		