

Performance Review Package – Bottle Depot Production Worker

Employee Name: _____

Type of Review: Probationary/Annual

Anniversary Date: _____ Next Review Date: _____

Mandatory Requirements for Bottle Depot Staff:

	Date Taken	Expiry Date	Employee Initials	Manager Initials
Safe Cleaning Practices				
WHMIS				

KEY:

- 1 = Exceeds requirements**
- 2 = Meets requirements**
- 3 = Needs improvement**
- 4 = Unable to assess at this time**

1 = The employee excels this requirement on a regular basis

2 = The employee meets all the requirements expected of them

3 = The employee needs to improve their performance in this area

4 = The employee has not yet been in a situation / or received training in, a particular area for which they can be assessed

A space is provided for comments. Comments must be made where a **3 or 4** has been noted.

This comments space may be used by both the employee and the Manager.

Binder(s):	Human Resources				Page:	1 of 5
Section(s):	Compensation	A	Feb 4/16	R/R	Oct 9/18	
Program Area(s):	Bottle Depot					

Customer Service

_____ Acts in a friendly, pleasant manner to customers (greet/smile/thank)

_____ Assists customers bringing in orders from vehicles

Comments

Health and Safety

_____ Uses protective equipment – ear protection/footwear/aprons/gloves

_____ Lifts and bends correctly according to the task

_____ Keeps walkways and exits clear and free from clutter in barn/drop off area

_____ Handle hazardous products as directed on labels

_____ Reports any hazards immediately

_____ Takes breaks as directed

_____ Follows emergency response procedures

_____ Reports all injuries that occur at work

_____ Ensures a safe environment for yourself and others

Comments

Binder(s):	Human Resources				Page:	2 of 5
Section(s):	Compensation	A	Feb 4/16	R/R	Oct 9/18	
Program Area(s):	Bottle Depot					

Maintenance of Exterior Depot Areas

- _____ Keeps outside areas clean and tidy in summer -sweep as needed, weed and water plants
- _____ Keeps outside areas clean and tidy in winter –shovel snow and use ice melt for front entry as required
- _____ Cleans glass – windows and doors as needed
- _____ Returns carts to storage area as required- report carts in need of repair

Comments

Maintenance of Interior Depot Areas

- _____ Cleans washrooms if necessary
- _____ Sweeps, mops floors in loading bay
- _____ Cleans glass – windows and doors as needed
- _____ Cleans blue, black and grey bins as required
- _____ Removes bags full of plastic from bins and take to designated area
- _____ Empties garbage’s when necessary
- _____ Reports equipment in need of repair, supplies as they run low
- _____ Pulls, hangs, and stacks totes
- _____ Removes cardboard when necessary

Comments

Binder(s):	Human Resources				Page:	3 of 5
Section(s):	Compensation	A	Feb 4/16	R/R	Oct 9/18	
Program Area(s):	Bottle Depot					

Operations

_____ Supports co-workers (helps when needed)

_____ Participates in Customer Appreciation Draws

Comments

Employee Responsibilities

_____ Punctuality – arrives for shifts, ready for work on time

_____ Gives proper notice for absences – personal appointments, illness

_____ Makes holiday requests in advance

_____ Wears Bottle Depot uniform correctly, always looks presentable

_____ Communicates with others in a positive, respectful manner

_____ Recognizes they are part of a Team, supports other Team members

_____ Respects confidentiality by understanding and following ASC Policy

_____ Asks questions when not sure how to perform a task

_____ Is open to, and willingly participates in any changes within the Depot

_____ Is willing to learn

Comments

Binder(s):	Human Resources				Page:	4 of 5
Section(s):	Compensation	A	Feb 4/16	R/R	Oct 9/18	
Program Area(s):	Bottle Depot					

What do you want to learn more about?

What aspects of the work do you find challenging? How could you overcome this?

Manager to complete

Employee's strengths:

Areas where employee could improve:

Employee _____

Date _____

Manager _____

Date _____

**Executive Director/
Designate** _____

Date _____

Binder(s):	Human Resources				Page:	5 of 5
Section(s):	Compensation	A	Feb 4/16	R/R	Oct 9/18	
Program Area(s):	Bottle Depot					