

PERFORMANCE DOCUMENT

Name: Daniel Knop
 Position: Cook
 Issued By: Jaime Barnhart

Team Member Number: 44999
 Property: Stripe - SF
 Title: Operations Manager

Type of Entry (Check Applicable Box):

Documented Verbal Warning
 Written Warning
 Final Written Warning

Suspension - Number of Days _____
 Suspension Pending Investigation
 Termination (complete fields below)
 Last Day Worked: _____ Term Date: _____

Nature of Entry (Check Applicable Box):

Attendance Policy/Performance

Prior documentation (Dates and Infractions):

8/25/2023 documented warning regarding policies and procedures such as time management, leaving projects unfinished

11/30/2023 coaching session regarding taking on tasks that were not assigned to him

1/8/2024 coaching session regarding unapproved OT and time management surrounding breaks

Violated standard of conduct. Please refer to the Employee Handbook for conduct standards:

Provide details and description of the infraction:

Tuesday 2/13 cooked and mixed veg product which was not what he was directed to

Wednesday 2/14 did not take a lunch break due to time management issues and taking on too many side projects (deli bar), did not complete an important task (handling salmon) that was assigned to him in the morning, asked to leave early because of not taking a lunch but technically still incurred 15 minutes of OT

Describe corrective behavior and actions:

- Improving time management regarding projects and time punches for ins, outs and breaks
- Only completing and taking on tasks assigned directly by managers
- Prioritizing tasks based off of the managers directions and not on your own accord

Team Member Comments:

Employee Signature _____ Date: _____

Supervisor Signature _____ Date: _____

Manager Signature _____ Date: _____