COACHING

TEAM MEMBER NAME		**DATE**	
MANAGER NAME		**POSITION**	

Coaching provides timely feedback to clarify expectations and reinforce standards. Guided by our commitment to Safety, Fun, Cleanliness, and Efficiency, these discussions support alignment and accountability. This record documents the conversation and any action steps.

FEEDBACK DETAILS

AREA OF COACHING (select all that apply):

☐ Attendance / Punctuality ☐ Performance / Work Quality ☐ Policy / Procedure Adherence ☐ Cleanliness
☐ Guest Services ☐ Uniform / Appearance ☐ Safety & Security ☐ Other: _____

DESCRIPTION OF CONCERN

EXPECTATIONS CLARIFIED

TEAM MEMBER SIGNATURE		**DATE**	
MANAGER SIGNATURE		**DATE**	

ALL COACHING FORMS MUST BE SUBMITTED THROUGH THE DESIGNATED PORTAL
(Retain the physical copy for your department's records)
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