

Name: _____	
Job Title: _____	Department/School: _____

**EMPLOYEE PERFORMANCE
EVALUATION
FOR
FOOD SERVICE PERSONNEL**

PROCEDURES:

This form describes employee traits identified with job success or failure. The purpose of this evaluation is to recognize the quality performance of the employee and provide direction for improvement.

Evaluation of the employee will occur throughout the school year with informal observation by the employee's supervisor and other supervisory staff.

Annually, the employee's supervisor will complete this form. The employee's supervisor shall be defined as that position to whom the employee reports as noted in the district's job description policy. The employee's supervisor will, at the end of the year, award one point if the employee "Meets Expectations" and zero points if they do not. If a rating of zero is received, the supervisor must provide a written statement in the comment section describing

	Meets Expectations YES = 1 SOMETIMES/ USUALLY = .5 NO = 0 N/A	COMMENTS
I. PERSONAL SKILLS		
A. The employee demonstrates skills necessary to perform job related tasks.	I.A. _____	
B. The employee reports to work on time.	I.B. _____	
C. The employee is rarely absent.	I.C. _____	
D. The employee manages time effectively.	I.D. _____	
E. The employee exhibits sound judgement in making realistic decisions.	I.E. _____	
II. INTERPERSONAL RELATIONSHIPS		
A. The employee maintains an enthusiastic atmosphere toward the customers.	II.A. _____	
B. The employee observes common courtesies, is well mannered and polite.	II.B. _____	
C. The employee works cooperatively with others to promote a positive school/kitchen atmosphere.	II.C. _____	
D. The employee maintains confidentiality with all job related information.	II.D. _____	
E. The employee does not engage in gossip.	II.E. _____	
III. PERSONAL CHARACTERISTICS		
A. The employee communicates appropriately with all individuals.	III.A. _____	
B. The employee is receptive to constructive criticism designed to effect improvement.	III.B. _____	
C. The employee can be relied on to complete all aspects of the job with reasonable promptness and with little supervision.	III.C. _____	
D. The employee is even tempered and absorbs routine pressures of the job.	III.D. _____	
E. The employee displays sufficient drive to work through job related obstacles.	III.E. _____	
F. The employee possesses the ability to quickly understand new information and situations.	III.F. _____	
G. The employee displays organizational skills which promote efficiency in job performance.	III.G. _____	

Meets Expectations YES = 1 SOMETIMES/ USUALLY = .5 NO = 0 N/A
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IV. FOOD PRODUCTION

- A. The employee follows local, state, and federal guidelines to ensure all meal pattern requirements are met.
- B. The employee uses, cleans, and maintains equipment properly.
- C. The employee is aware of product guide and control production to match participation.
- D. The employee completes all records accurately and maintains these records as directed by Food Service Department.
- E. The employee orders, receives and inspects all foods and supplies in accordance with school needs and division policies.

IV.A. _____
IV.B. _____
IV.C. _____
IV.D. _____
IV.E. _____

V. SANITATION AND DRESS

- A. The employee complies with district and Health Department sanitation procedures/practices.
- B. The employee complies with district uniform policy and/or wears clothing and protective devices appropriate for safe performance on the job.

V.A. _____
V.B. _____

Strengths:

Suggestions for Improvements:

Comments:

Employee's Signature _____ Date _____
 (The signature of the evaluatee indicates that he/she has received and reviewed a copy of this record.)

Evaluator's Signature _____ Title _____ Date _____