

Food Service Employee Evaluation

Employee Name: _____ Job Title: _____

School Site: _____ Reporting Period: _____

INSTRUCTIONS:

Circle the rating that best describes the employee’s performance using the standards listed within each functional area. If a specific standard does not apply, circle N/A. A score of 1 or 5 requires a notation in the comments section to document specific reasoning for the score.

- | | | |
|----------------------------|---------------------------|---------------------------|
| 1 BELOW STANDARD | 3 MEETS STANDARD | 5 EXCEEDS STANDARD |
| 2 NEEDS IMPROVEMENT | 4 AREA OF STRENGTH | N/A NOT APPLICABLE |

FOOD PRODUCTION		<i>Competencies: Maintains high standards of control for quality food production and service. Follows operational procedures for efficient and effective food production and service.</i>			
PERFORMANCE LEVEL					
BELOW STANDARD	STANDARD			EXCEEDS STANDARD	N/A
Inconsistent food production quality. Does not produce accurate food quantities. Disregards procedures for food production and documentation	Uses trained cooking techniques to prepare appealing and nutritious food. Follows protocol for holding, serving, portioning, batch cooking, inventory, completing production records, and following recipes. Checks food during preparation and service to ensure quality standards are met. Organizes tasks for efficient and effective food production and service.			Offers suggestions for improving operational procedures for food production Volunteers to learn new production techniques	
1	2	3	4	5	N/A
COMMENTS:					

SANITATION, SAFETY, AND SECURITY		<i>Competencies: Maintains an environment conducive to protecting the health and well-being of the students through high levels of food safety and sanitation standards. Maintains a safe facility for food preparation.</i>			
PERFORMANCE LEVEL					
BELOW STANDARD Disregards safe food practices Does not adhere to safe work procedures Ignores personal hygiene & appearance policies.	STANDARD Follows safe food preparation and handling procedures. Follows rules of time/temp compliance, and corrects deviations. Maintains a clean and sanitary work area. Practices safe work techniques			EXCEEDS STANDARD Serves as a sanitation role model and offers corrective actions to coworkers. Identifies, and implements necessary improvements.	N/A
1	2	3	4	5	N/A
COMMENTS:					

CUSTOMER SERVICE		<i>Competencies: Maintains high standards for the presentation and service of food in a pleasant environment</i>			
PERFORMANCE LEVEL					
BELOW STANDARD Exhibits a negative attitude when interacting with students. Considers customers and critique as an imposition.	STANDARD Assists in creating a pleasant eating environment. Handles customer complaints effectively. Is ready to serve BEFORE students arrive.			EXCEEDS STANDARD Uses unique tactics to encourage healthy food choices. Adjusts service based on customer and supervisor feedback.	N/A
1	2	3	4	5	N/A
COMMENTS					

TEAM WORK, COOPERATION		<i>Competencies: Maintains a professional relationship with coworkers, educators, and administrators. Contributes to group responsibilities as a team member.</i>			
PERFORMANCE LEVEL					
BELOW STANDARD Exhibits a negative attitude when interacting with others. Avoids or refuses to work with other people.	STANDARD Assists coworkers as necessary in completing tasks. Contributes to a positive group work environment.			EXCEEDS STANDARD Instinctively assists without prompts. Always asks what can be done in advance to contribute.	N/A
1	2	3	4	5	N/A
COMMENTS					

REGULATIONS & ACCOUNTABILITY		<i>Competencies: Maintains integrity of the meal program through compliance of all regulations. Maintains accountability of recorded documentation for compliance at local, state, and federal standards.</i>			
PERFORMANCE LEVEL					
BELOW STANDARD Unable to consistently identify a reimbursable meal. Does not comply with policies related to the meal program.	STANDARD -Maintains student confidentiality. -Identifies and ensures reimbursable meals meet established regulations. -Prepares reports and records accurately in compliance with regulations. -Handles cash according to protocol. - Follows district, local, state, and federal regulations, policies, and procedures.			EXCEEDS STANDARD Serves as a role model and teacher for other staff in maintaining program integrity and accountability.	N/A
1	2	3	4	5	N/A
COMMENTS					

EQUIPMENT USE AND CARE		<i>Competencies: Implements administrative policies for proper use and care of all equipment.</i>				
PERFORMANCE LEVEL						
<p>BELOW STANDARD Operates equipment carelessly and unsafely.</p> <p>Does not operate and clean equipment according to protocol.</p> <p style="text-align: center;">1</p>	<p style="text-align: center;">STANDARD</p> <ul style="list-style-type: none"> -Operates Equipment Safely. - Uses equipment suitable for the task being completed. -Follows sanitation procedures when using and cleaning equipment. -Monitors equipment operation and reports malfunctions. <p style="text-align: center;">2 3 4</p>			<p>EXCEEDS STANDARD</p> <ul style="list-style-type: none"> -Practices energy conservation -Conducts preventative maintenance procedures. <p style="text-align: center;">5</p>	<p style="text-align: center;">N/A</p> <p style="text-align: center;">N/A</p>	
COMMENTS						

PROFESSIONAL EXCELLENCE		<i>Competencies: Performs all duties and responsibilities in an ethical and professional manner. Communicates effectively with management and other employees. Provides leadership as a team member of the school community.</i>				
PERFORMANCE LEVEL						
<p>BELOW STANDARD Disregards the value of a diverse school meal program and it's community.</p> <p>Does not maintain, learn, or apply new skills and knowledge as needed.</p> <p style="text-align: center;">1</p>	<p style="text-align: center;">STANDARD</p> <ul style="list-style-type: none"> -Performs work-related activities efficiently with limited supervision. -Interacts with others in an ethical and professional manner. -Maintains cooperative and effective working relationships with others. -Reports to work on time and completes tasks according to work schedules. -Attends and participates in training activities. <p style="text-align: center;">2 3 4</p>			<p>EXCEEDS STANDARD</p> <ul style="list-style-type: none"> -Seeks opportunities for improving self and performance. -Strives to create a positive image for school nutrition. <p style="text-align: center;">5</p>	<p style="text-align: center;">N/A</p> <p style="text-align: center;">N/A</p>	
COMMENTS						
Attended _____ Hours Training						

OVERALL RATING

BELOW STANDARD MEETS STANDARD EXCEEDS STANDARD

In review of the overall assessment a **professional improvement plan** (PIP) may be issued for employees with rankings that are below standards. If necessary a PIP will be attached to this form to prompt corrective action and follow up.

EMPLOYEE SIGNATURE

DATE

The employee signature indicates that the content of this review was discussed and she/he has received a copy. A signature does NOT signify agreement or disagreement with the content of the review.

EVALUATOR SIGNATURE

TITLE

DATE