

Food Service Classified Employee Evaluation

Employee Name: _____

Location / Position: _____

Time in Present Position: _____

Scale score:	S = Satisfactory – Employee's overall performance is acceptable and generally meets supervisor's expectations/performance requirements		
	U = Unsatisfactory – Employee's overall performance is well below or does not meet supervisor's expectations/performance requirements		
	N/A = Not Applicable		
Performance Criteria	Competencies	Scale Score	Comments
Equipment Use and Care	1. Operates and exercises proper care in the use and maintenance of District equipment.		
	2. Follows proper safety procedures and guidelines associated with your position.		
	3. Monitors equipment operation and reports malfunctions/safety hazards.		
	4. Follows sanitation procedurs when using and cleaning equipment.		
	5. Does not endanger self or others.		
	6. Maintains a safe and clean work area.		
Sanitation, Safety, and Security	1. Follow safe food preparation and handling procedures.		
	2. Follows rules of time/temp compliance and corrects deviations.		
	3. Maintains a clean and sanitary work area.		
	4. Practices safe work techniques.		
Regulations & Accountability	1. Handles cash according to protocol.		
	2. Maintains confidentiality with privileged information.		
	3. Identifies and ensures reimbursable meals meet established regulations.		
	4. Prepares reports and records accurately in compliance with regulations.		
	5. Follow district, state, and federal regulations, policies, and procedures.		
Scale score:	D - Distinguished - Employee's overall performance exceeds supervisor's expectations/performance requirements		
	S = Satisfactory – Employee's overall performance is acceptable and generally meets supervisor's expectations/performance requirements		
	N = Needs improvement – Employee's overall performance is generally below supervisor's expectations/performance requirements		
	U = Unsatisfactory – Employee's overall performance is well below or does not meet supervisor's expectations/performance requirements		
Performance Criteria	Competencies	Scale Score	Comments
Interpersonal Skills	1. Deals with colleagues and supervisors in a positive, constructive and fair manner.		
	2. Offers differing opinions in a constructive and helpful manner.		
Communication Skills / Customer Service	1. Assists in creating a positive eating environment.		
	2. Communicates effectively with verbal communication as it relates to essential skills necessary to perform the job; effectively speaks clearly, does not use inappropriate language, is not rude, and is patient.		
	3. Is ready to serve BEFORE students arrive.		
Flexible / Adaptability	1. Demonstrates willingness to learn new tasks and procedures.		
	2. Demonstrates willingness to incorporate new ideas or methods.		
	3. Adapts to changing work environment.		
	4. Ability to handle interruptions and matters of urgency.		

Professionalism	1. Positively represents the District in the work place; exhibits professional demeanor, including professional dress, grooming, hygiene and language.		
	2. Accepts responsibility for mistakes or failures.		
	3. Accepts constructive evaluation feedback and responds professionally.		
	4. Maintains composure, demonstrates constraints and self-control in difficult situations.		
	5. Identifies and corrects problems before they escalate into major issues.		
Job Performance	1. Follows directions.		
	2. Works independently with a minimal amount of supervision.		
	3. Reports to work on time.		
Job Knowledge	1. Has demonstrated working knowledge of required skills, equipment and materials that are necessary for completion of assigned work.		
	2. Has the demonstrated knowledge to complete tasks required in current job including: accurately completing records, reports and documents.		
	3. Is able to identify and prioritize problems and develop appropriate solutions.		
	4. Keeps current in field, as evidenced by participating in ongoing professional development.		
Teamwork / Collaboration	1. Shows a willingness to accept and act on suggestions for improvement as a member of a team.		
	2. Provides assistance and encouragement to co-workers and supervisor in a positive and cooperative manner; shares information and expertise with others; supports the overall success of the department.		
	3. Fills in where needed to ensure efficient operations.		
	4. Treats all persons with respect and civility.		
	5. Values diversity and resolves conflicts professionally.		
	6. Performs other duties as assigned.		
Time Management	1. Manages and prioritizes time and resources in order to successfully complete projects on time.		
	2. Manages work hours, breaks and leave time to minimize impact on department.		
	3. Refrains from unnecessary or excessive socializing, uses time wisely.		
Food Production	1. Uses trained cooking techniques to prepare appealing and nutritious food.		
	2. Follows protocol for holding, serving, portioning, batch cooking, inventory, completing production records and following recipes.		
	3. Checks food during preparation and service to ensure quality standards are met.		
	4. Organizes tasks for efficient and effective food production and service.		

OVERALL PERFORMANCE SCORE = **Distinguished** **Satisfactory** **Needs Improvement** **Unsatisfactory**

Development Plan

Training education and work assignments, which could be used to improve the employee's performance and develop skills during the next appraisal period.
Plan:

Employee Comments Use this section to provide comments about this appraisal and/or career goals established.

Employee Signature*

Date

Evaluator Signature**

Date

Revised 2021 MH

* Employee signature does not necessarily imply he/she agrees with the evaluation, only that he/she has seen and discussed it with the evaluator. **Evaluator signature indicates that he/she has reviewed this document with the employee.