

*North Kitsap School District*  
 Poulsbo, Washington  
 PERFORMANCE EVALUATION FOR FOOD/NUTRITION SERVICES

Employee: \_\_\_\_\_ Title: Courier/Warehouse Location: \_\_\_\_\_  
 Evaluation Type: \_\_\_\_\_ Probation Annual Other  
 Date of Evaluation: \_\_\_\_\_

\*\*\* Any area in which "Area for Growth "or Does Not Meet Expectations-Unsatisfactory "is indicated, must be followed by written comments explaining the deficiency and the procedures recommended for helping the individual become effective through self - improvement. \*\*\*

<b><i>JOB PERFORMANCE</i></b>	<i>Meets Expectations</i>	<i>Area for Growth</i>	<i>Does Not Meet Expectations - Unsatisfactory</i>	<i>N/A</i>
Manages time effectively				
Works calmly, efficiently and safely				
Work meets department standards				
Demonstrates good decision making skills				
Quality of Work- Organized, accomplishes work in scheduled time				
Completes assignments with minimal supervision				
Understands and follows district and department policies and procedures				
Adheres to traffic laws and speed limits				
Exhibits good driving skills				
Demonstrates safe lifting practices				
Maintains the cleanliness of vehicle - inside and out				
<b>Evaluator Comments:</b>				

<b><i>WORK ATTITUDE &amp; INITIATIVE</i></b>	<i>Meets Expectations</i>	<i>Area for Growth</i>	<i>Does Not Meet Expectations - Unsatisfactory</i>	<i>N/A</i>
Exhibits a "service oriented" approach				
Understands and supports departmental goals as well as the strategies used to attain goals				
Makes decisions appropriate to situation				
Displays self-motivation to achieve job expectations				
<b>Evaluator Comments:</b>				

<b><i>JOB KNOWLEDGE</i></b>	<i>Meets Expectations</i>	<i>Area for Growth</i>	<i>Does Not Meet Expectations - Unsatisfactory</i>	<i>N/A</i>
Demonstrates required knowledge and required skills				
Understands and effectively communicates program requirements				
Demonstrates HACCP principles and procedures for storing and transporting food supplies				
Operates and maintains district equipment in a safe manner				
<b>Evaluator Comments:</b>				

<b><i>PERSONAL QUALITIES</i></b>	<i>Meets Expectations</i>	<i>Area for Growth</i>	<i>Does Not Meet Expectations - Unsatisfactory</i>	<i>N/A</i>
Shows interest and pride in work				

Punctual in terms of job responsibility				
Demonstrates courtesy and tact when dealing with students, staff, and the public				
Works collaboratively with others				
Exhibits appropriate grooming and dress for position				
Reports and follows absence/leave policy appropriately and correctly				
<b>Evaluator Comments:</b>				

<b>COMMUNICATION</b>	<i>Meets Expectations</i>	<i>Area for Growth</i>	<i>Does Not Meet Expectations - Unsatisfactory</i>	<i>N/A</i>
Communicates positively with supervisor/lead, employees, parents and community				
Listens attentively				
Maintains confidentiality				
Remains calm and problem solves effectively in high stress situations				
<b>Evaluator Comments:</b>				

<b>OVERALL RATING</b>	<i>Meets Expectations</i>		<i>Does Not Meet Expectations - Unsatisfactory</i>	

**Additional Evaluator Comments:**

**Employee Comments (Optional):**

I certify this report has been discussed with me and I have received a copy. I understand that my signature does not necessarily indicate agreement.

Employee Signature

Date

Supervisor Signature

Date