

School Year \_\_\_\_\_ - \_\_\_\_\_

## FOOD SERVICE EMPLOYEE PERFORMANCE APPRAISAL INSTRUMENT

**INSTRUCTIONS:**

1. The evaluator is to rate the employee on a four-point scale as indicated below.
2. The evaluator is encouraged to add pertinent comments at the end of each major function.
3. The employee is provided an opportunity to react to the evaluator's ratings & comments.
4. The evaluator & the employee must discuss the results of the appraisal & any recommended action pertinent to it.
5. The employee & the evaluator must sign the instrument in the assigned spaces.
6. The instrument must be filed in the employee's personnel folder.

Employee Name:

\_\_\_\_\_

Above Standard	At Standard	Below Standard	Unsatisfactory

School or Base –Assignment:

\_\_\_\_\_

<b>A. Personal Traits &amp; Qualities</b>					
1. Appropriate clean uniforms & shoes, haircovering	1	2	3	4	N/A
2. No excessive jewelry (i.e., dangling earrings)	1	2	3	4	N/A
3. Hair, fingernails, body clean	1	2	3	4	N/A
4. Is regular in attendance	1	2	3	4	N/A
5. Is on time	1	2	3	4	N/A

Comments: \_\_\_\_\_

\_\_\_\_\_

<b>B. Food Preparation</b>					
1. Follows recipies	1	2	3	4	N/A
2. Assembles ingredients needed before beginning work	1	2	3	4	N/A
3. Uses appropriate tools for the job	1	2	3	4	N/A
4. Completes the assignment in a reasonable time	1	2	3	4	N/A

	School Year _____ - _____				
5. Keeps work area reasonably clean & neat during preparation	1	2	3	4	N/A
6. Follows through with Correct cleanup measures	1	2	3	4	N/A
7. Uses skills learned in EQFP	1	2	3	4	N/A

Comments: \_\_\_\_\_

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<b>C. Food Service</b>					
1. Performs set-up tasks	1	2	3	4	N/A
2. Performs tasks during serving	1	2	3	4	N/A
3. Is courteous & friendly toward students	1	2	3	4	N/A
4. Uses appropriate serving utensils	1	2	3	4	N/A
5. Appropriate servings are given to students	1	2	3	4	N/A
6. Appropriate servings are given to adults	1	2	3	4	N/A
7. Uses handguards during preparation & serving	1	2	3	4	N/A

Comments: \_\_\_\_\_

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<b>D. Job Attitude</b>					
1. Works well with co-workers	1	2	3	4	N/A
2. Accepts criticism	1	2	3	4	N/A
3. Is willing to try new methods	1	2	3	4	N/A
4. Remains calm during crisis	1	2	3	4	N/A
5. Takes pride in job	1	2	3	4	N/A

Comments: \_\_\_\_\_

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<b>E. Job Description</b>					
1. Is familiar with all job assignments	1	2	3	4	N/A
2. Readily helps others when necessary	1	2	3	4	N/A
3. Checks work schedules daily before beginning work	1	2	3	4	N/A
4. Knows & observes proper sanitation practices	1	2	3	4	N/A
5. Knows & observes proper safety procedures	1	2	3	4	N/A

Comments: \_\_\_\_\_

\_\_\_\_\_

Evaluator's Summary Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee's Reactions to Evaluation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Evaluator's Signature & Date

\_\_\_\_\_  
Employee's Signature & Date  
Signature indicates that the written evaluation  
has been seen & discussed.