

Food and Nutrition Services Staff Evaluation

Puyallup School District

Name: Last, First, M.I. _____

School or Department _____

Job Title _____

Period of Report: Date From: _____

Date to: _____

School Year: _____

Evaluation Type: Annual

Probationary

Other: _____

General Criteria: *The following 14 criteria are viewed and analyzed by the evaluator based on the employee's job classification. The evaluator will check the appropriate rating box under each of the criteria using the italicized definition as a guide. The evaluator will provide comments for ratings of "unsatisfactory" or "needs improvement"*

1. Dependability/Reliability: *Is dependable and trustworthy; independent worker who requires minimal supervision; Consistently follows through with job responsibilities in a timely fashion. Makes sound decisions. Maintains equipment/district property properly; Consider the extent to which the employee can be depended on to do the job. To what extent is supervision required?*

Work needs close and regular supervision. Rarely able to work independently. Cannot be depended on to complete work within assigned time. Unsatisfactory

Sometimes able to work independently, but work needs more than minimal supervision. More than occasionally, work allotted shift. Needs improvement.

Consistently dependable Performs all duties with minimal supervision. Work is completed on time consistently.

Highly dependable. Attends to every detail without supervision. All work completed on time.

Comments:

2. Flexibility/Adaptability: *Makes adjustments and changes easily to work assignments and unforeseen circumstances; Readily accepts new or changing conditions; Works effectively in a variety of situations; Works well under stressful conditions; Are changes accepted and adjusted to?*

Has difficulty making adjustments to different conditions. Unsatisfactory.

Sometimes has difficulty make adjustments to different conditions. Needs improvement.

Accepts new or different conditions; adjusts quickly; cooperative.

Highly flexible; can be used effectively in different conditions.

Comments:

3. Initiative: *Recognizes opportunities to take action appropriately; Self-starter; has new ideas and makes suggestions for positive change; Willing to take on new challenges. Are practical suggestions made frequently? Is the employee a self-starter? Are acquired skills shared with others?*

Negative and/or not interested in job. Not a self-starter and does not do more than the basic requirements of the job. Unsatisfactory.

Occasionally lacks optimism and/or lacks interest in some job elements. Occasionally willing to take on a new challenge. Needs improvement.

Consistently positive and shows high level interest in job. Sets goals and completes them.

Exceptionally positive; Interest in job leads to exceptionally creative and innovative performance.

Comments:

4. Attendance/Punctuality: *Regularly in attendance and consistently on time; provides supervisor sufficient notice if absent. Is the employee on the job when scheduled?*

Frequently absent of late. Not prepared to work
Unsatisfactory.

Attendance, punctuality, and/or dependability could improve.
Needs improvement.

Displays good habits; on time and at work when scheduled.

Comments:

5. Safety/Sanitation: *Keeps a clean and orderly work area. Adheres to safe work practices. Identifies and corrects unsafe conditions. Utilizes HACCP protocol and standard sanitation procedures in all facets of job performance. Is informed and can appropriately utilize MSDS if needed. Consider awareness of safe and sanitary practices and conditions in the work setting. Are possible hazards recognized quickly? Are appropriate steps taken to correct them? Are established safety and sanitation procedures followed?*

Does not adhere to safe work Practices and/or use of Nonstandard sanitation practices jeopardizes customer health. Unsatisfactory.

Occasionally exhibits unsafe work practices or/and fails to follow HACCP and standard sanitation practices. Needs improvement.

Keeps a safe and orderly work area and adheres to safe work practices. Identifies and corrects unsafe conditions. Utilizes HACCP protocol and standard sanitation procedures.

Extremely organized; enhances work environment for self and coworkers. Proactively promotes safety and sanitation through consistent vigilance & methodical performance of job.

Comments:

6. Communication: *Exchanges information appropriately; Tactful and considerate; Good listening skills; speaks and writes in a clear and understandable manner; Effectively deals with problems with parents, students and others. Consider the appropriateness, timeliness, professionalism, and clarity of communications. Is good judgement used when choosing (or not) to communicate? Communicates with supervisor when necessary? Do communications nurture positive work relationships?*

Use of inappropriate Communication skills seriously Affects job function. Does not Communicate in a clear and understandable manner orally or in writing. Unsatisfactory.

Occasional use of inappropriate communication skills hamper job function. Does not consistently communicate in a clear and understandable manner orally or in writing. Needs improvement.

Consistently uses appropriate communications skills. Generally communications in a clear and understandable manner both orally and in writing.

Exceptional use of Communication skills enhances job function. Communicates in a clear and understandable manner both orally and in writing.

Comments:

7. Quantity of Work Production: *Consistently accomplishes required amount of work. Good utilization of time; organizes tasks efficiently and effectively. Consider the volume of work done under everyday conditions. Is the work normally completed in the time allowed? Are time and materials used wisely?*

Produces an unacceptable Level of work. Unable to Complete job assignments Withing scheduled shift. Unsatisfactory.

Produces below what can and should be done within normal shift assignment. Needs Improvement.

Produces at expected levels. Work assignments are completed within assigned shift, and work pace is within Normal range.

Produces above standard volume of work within assigned shift. Extremely high output.

Comments:

8. Quality of Work: *Does thorough, accurate, neat and professional work; Produces high quality product; Has high standards and work ethic; Makes minimal errors. Consider the accuracy, thoroughness, consistency, and neatness of work. Is the work approached systematically? Is appropriate attention given to details?*

Many errors & assignments
Not complete. Unsatisfactory.

Some errors and some
Assignments not complete.
Needs improvement.

Work is thorough, accurate
and complete.

Work is exceptionally
accurate and complete.

Comments:

9. Self-Improvement: *Enhances job performance by participating in learning opportunities; Open to suggestions and makes changes as necessary; Self-reflects; Interested in work and in increasing knowledge and improving skills. Is the staff member open to change and learning new ways of doing things? Is appropriate attention given when suggestions for improvement are made? Is the employee striving for improvement?*

Very resistant to change and
defensive when suggestions
provided. Unsatisfactory.

Occasionally resistant to
change and does not listen
When suggestions for
improvement are made.
Needs improvement.

Strives for improvement on
regular basis. Generally open
to suggestions for
improvement.

Exceptional efforts at self-
improvement. Seeks
suggestions for
improvement and quickly
implements suggestions.

Comments:

10. Work Knowledge and Skills: *Understands all aspects of the job; Possesses knowledge and skills necessary to perform job; Pays attention to details; Understands technical job processes; Uses food service industry standard sanitation techniques, knows and uses departmental standards, routinely applies job knowledge when using processing equipment, computers, and kitchen/service facilities. Consider knowledge and understanding of the job. Are the correct methods or techniques used? Is the knowledge routinely applied on the job?*

Lacks considerable
understanding of the principles,
concepts & requirements of
the job. Unsatisfactory.

Lacks some understanding of
the principles, concepts and
requirements of the job.
Needs improvement.

Generally understands the
principles, concepts and
requirements of the job.

Thoroughly understands
the principles, concepts
and requirements of the
job.

Comments:

11. Customer Service Skills: *Positive attitude in meeting the needs of customers; communicates with customers in an appropriate manner; Friendly and helpful; Handles sensitive issues appropriately. Are students and adult customers treated with respect? Is a service orientation shown?*

This criterion is not applicable to this employee's job classification.

Frequently fails to make an
effort to meet customer needs.
Often does not treat customers
with courtesy and respect.
Unsatisfactory.

Occasionally does not practice
appropriate customer service
skills. Occasionally does not
treat customers with courtesy
and respect. Needs
improvement.

Meets expectations of
customers on regular basis.
Consistently treats customers
with courtesy and respect.

Actively seeks to
understand and satisfy
customers needs. Treats
customers with courtesy
respect & engages custo-
mers to build rapport.

Comments:

12. Teamwork: *Works cooperatively with others; Uses tact and diplomacy; Develops good working relationships; Promotes good staff morale; Puts team needs above individual needs; Works positively in solving problems. Consider relationships within the work environment. Are efforts made to build positive work relationships?*

Exhibits unwillingness to work effectively in a team setting. Unsatisfactory.

Sometimes has difficulty participating as a team member. Needs improvement.

Works cooperatively with all team members.

Seeks opportunities to collaborate with others as well as working collaboratively with others.

Comments:

13. Conformance with Standards: *Adheres to Federal, State, District, building and department policies/regulations and standards. Understands the need for and maintains confidentiality; Consider compliance with site operations manual and USDA regulations. Are FNS departmental standards and specifications followed?*

Fails to comply with policies and/or standards. Unsatisfactory.

Sometimes has difficulty complying with policies and/or standards. Needs Improvement.

Consistently adheres to all policies and standards.

Promotes expectations and standards.

Comments:

14. Uniform Compliance: *Adheres to uniform standards. Is the employee in uniform? Is the uniform appropriately maintained?*

Frequently not in uniform. Uniform is frequently not maintained. Unsatisfactory.

Occasionally not in uniform. Occasionally uniform is not maintained. Needs Improvement.

Consistently in well-maintained uniform and ready to work.

Comments:

OVERALL EVALUATION SCORE:

Unsatisfactory
(Well Below Standards)

Basic
(Needs Improvement)

Proficient
(Meets Standards)

Distinguished
(Exceeds Standards)

Comments:

AREAS OF FOCUS/CONCERNS:

PERFORMANCE OBJECTIVES/GOALS:

Check here if additional information is attached and was presented to the employee at the time of evaluation.

_____ (number) additional pages attached.

Evaluator Signature

Date

Evaluator Printed Name

Nonunion Supervisor Review

Date

My signature below does not necessarily imply that I agree with the evaluation, but only that I have seen and discussed it with my evaluator and have been provided a copy.

Employee Signature

Date

Employee Number

Check here if employee has attached a statement on _____ (number) pages.