RSU5 Nutrition Employee Evaluation Handbook

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Nutrition Employees' Evaluation Procedures

New Employees and Start of School Year

1. Upon employment, each employee shall receive a copy of their current job description (on RSU5 website), the evaluation rubric handbook (on RSU5 website) and a copy of the collective bargaining agreement (on RSU5 website). All new employees are on a period of probation for one year from the date of hire. (Article 4A, CBA with Support Staff)
2. At the beginning of each school year, an administrator will meet with all new support staff to review the evaluation process.

Timeline

August or when hired during the year	By the Friday before February Vacation	By March 15	By the end of the school year
Probationary employees will meet with their evaluator to review the evaluation process.	Employees will complete self-evaluation and submit to the evaluator.	Employees shall be evaluated by the Director of Nutrition. A copy of the evaluation shall be provided to the employee. Goals will be set collaboratively between the evaluator and the employee.	Letters of reasonable assurance are sent to those employees whom RSU5 wants to return.

Name: _____ School: _____ Date: _____

☐ Kitchen Manager Specialist ☐ Food Assistant

Supervisor: _____ Evaluated by: _____

Effectiveness with Students				
Indicators	**Highly Effective 4**	**Effective 3**	**Improvement Needed 2**	**Does Not Meet Standards 1**
Kitchen Environment	Demonstrates genuine warmth, caring and respect for all students and goes above and beyond for students who need additional assistance to be successful.	Creates an environment that is welcoming and supportive of students.	Inconsistently creates an environment that is welcoming and supportive of students.	Fails to create an environment that is welcoming and supportive of students.
Strategies with Students and Families	Goes above and beyond to create positive cooperative relationships with students and families.	Creates a positive cooperative relationship with students and families.	Inconsistently creates a positive cooperative relationship with students and families.	Fails to create a positive cooperative relationship with students and families.
Cafeteria Expectations and Positive Reinforcement	Communicates clear expectations to students and provides positive reinforcement and seeks out opportunities to genuinely celebrate student behavior.	Communicates clear expectations to students and provides positive reinforcement.	Inconsistently communicates expectations to students and provides infrequent positive reinforcement.	Fails to communicate expectations to students and provides positive reinforcement.
Response to Misbehavior	Collaborates with school administration to seek suggestions on how best to resolve issues regarding behavior. Communicates immediately with school administration when serious problems arise.	Works with students to resolve issues regarding behavior in a positive manner and seeks the assistance of the school administration when more serious problems with students arise.	Inconsistently works with students to resolve issues regarding behavior in a positive manner and inconsistently seeks assistance of the school administration when more serious problems with students arise.	Fails to work with the students to resolve issues regarding behavior in a positive manner and fails to seek assistance of the school administration when more serious problems with students arise.

Overall rating: _____

Safety and Duties in the Kitchen				
Indicators	**Highly Effective 4**	**Effective 3**	**Improvement Needed 2**	**Does Not Meet Standards 1**
Sanitation/Cleanliness	Takes pride in the work and maintains a clean kitchen environment, fulfills assigned duties and looks for new processes and efficiencies with cleaning duties.	Takes pride in the work and maintains a clean kitchen environment, and fulfills assigned duties.	Inconsistently takes pride in the work and maintains a clean kitchen environment, and inconsistently fulfills assigned duties.	Fails to take pride in the work and/or maintain a clean kitchen environment, and fails to fulfill assigned duties.
Equipment, Safety, Operation and Inspection	Daily equipment and general environmental safety inspection is carried out meticulously and problems are identified and reported immediately. Fulfills the duties.	Daily equipment and general environmental safety inspection is carried out properly and problems are identified and reported in a timely manner. Fulfills the duties.	Inconsistently performs daily equipment and general environmental safety inspection and inconsistently identifies problems and/or doesn't report in a timely manner. Inconsistently fulfills the duties.	Fails to carry out daily equipment and general environmental safety inspection properly and problems are not identified and reported. Fails to fulfill the duties.
Judgment	Demonstrates impeccable judgment with regard to the safety of all and is willing to hold others accountable and reports safety concerns.	Exercises good judgment with regard to the safety of all.	Inconsistently exercises good judgment with regard to the safety of all.	Fails to exercise good judgment with the safety of all.

Overall rating: _____

Interactions with Staff				
Indicators	**Highly Effective 4**	**Effective 3**	**Improvement Needed 2**	**Does Not Meet Standards 1**
Communication: Building Staff	Communicates insightfully and collaboratively with staff.	Communicates respectfully and professionally with staff.	Inconsistently communicates with staff.	Fails to communicate or is unprofessional when communicating with staff.
Working Cooperatively and Flexibly	Works towards unity in the school environment, anticipating needs and offering support when appropriate.	Works cooperatively and demonstrates flexibility with colleagues.	Inconsistently works cooperatively and/or inconsistently demonstrates flexibility with colleagues.	Fails to work cooperatively and lacks flexibility or has difficulty with change.
Routines and Expectations	Positively contributes to schoolwide climate, routines, procedures, and expectations.	Consistently contributes to schoolwide climate, routines, procedures, and expectations.	Inconsistently contributes to schoolwide climate, routines, procedures, and expectations.	Fails to contribute to, or interferes with, schoolwide climate, routines, procedures, and expectations.
Dealing with Conflict	Proactively foresees potential conflicts and actively attempts to address the conflict in a productive way.	Solves conflicts effectively and consistently follows proper channels and protocols when dealing with conflict.	Attempts to solve problems with mixed results and inconsistently follows proper channels and protocols.	Instigates conflict or has difficulty dealing with conflict. Appropriate channels or protocols are not followed.

Overall rating: _____

Safety in the School

Indicators	Highly Effective 4	Effective 3	Improvement Needed 2	Does Not Meet Standards 1
Hazard Compliance	Consistently follows procedural safeguards, food sanitation guidelines, employee and environmental safety recommendations and holds others accountable for safety procedures.	Consistently follows procedural safeguards, food sanitation guidelines, and employee and environmental safety recommendations.	Inconsistently follows procedural safeguards, food sanitation guidelines, and employee and environmental safety recommendations.	Fails to follow procedural safeguards, food sanitation guidelines, and employee and environmental safety recommendations.
Food Safety and Storage	Meticulously inspects incoming consumables for signs of damage or spoilage and immediately notates and reports all problems.	Consistently inspects incoming consumables for signs of damage or spoilage and consistently notates and reports all problems.	Inconsistently inspects incoming consumables for signs of damage or spoilage and inconsistently notates and reports all problems.	Fails to inspect incoming consumables for signs of damage or spoilage and fails to immediately notate and reports all problems.
Duties, Drills and Checks	Consistently follows emergency drill procedures, uses proper signage for safety concerns, and Identifies areas of concern that are not addressed by current drills and emergency drill procedures and makes suggestions for improvement.	Consistently follows emergency drill procedures, uses proper signage for safety concerns.	Inconsistently follows emergency drill procedures, and/or fails to use proper signage for safety concerns.	Fails to follow emergency drill procedures or use proper signage for safety concerns.

Overall Rating: _____

Professional Responsibilities

	Highly Effective 4	Effective 3	Improvement Needed 2	Does Not Meet Standards 1
Communication with Director	Communicates immediately with the nutrition director (or designee) when serious problems arise.	Communicates quickly with the nutrition director (or designee) when serious problems arise.	Inconsistently communicates immediately with the nutrition director (or designee) when serious problems arise.	Fails to communicate with the nutrition director (or designee) when serious problems arise.
Confidentiality/ Judgment	Is ethical and forthright, models impeccable judgment and holds others accountable. Maintains confidentiality with student information (FERPA).	Is ethical and forthright, uses good judgment and maintains confidentiality with student information (FERPA).	Sometimes uses questionable judgment, and/ or discloses student information (FERPA).	Is frequently unethical, dishonest, and/or uses poor judgment and/or discloses student information.
Professional Growth	Participated in all required training and seeks out additional ideas from colleagues, workshops, trainings and other resources and implements them well.	Participates in required professional learning including trainings, and utilizes other resources and implements them consistently.	Resists participating in required professional learning. Can occasionally be persuaded to try out new practices or utilizes new learning inconsistently.	Fails to participate in all required trainings and/or is not open to new ideas for improving performance.
Feedback	Actively seeks out and accepts constructive feedback to improve and exceeds the recommendations consistently.	Accepts and responds well to constructive feedback and implements the recommendations immediately.	Inconsistently accepts and inconsistently responds well to constructive feedback and implements the recommendations inconsistently.	Fails to accept and/or does not respond well to constructive feedback and fails to implement the recommendations.
Responsibilities	Independently seeks out methods to creatively perform job responsibilities in an organized, efficient and dependable manner.	Performs job responsibilities in an organized, efficient and dependable manner.	Inconsistently performs job responsibilities in an organized, efficient and dependable manner.	Fails to perform job responsibilities in an organized, efficient, or dependable manner.

Overall rating: _____

Summative Evaluation Worksheet Page

Name: _____ **School Year: _____**

Evaluator: _____ **Position/School:_____**

RATINGS ON INDIVIDUAL RUBRICS:

Effectiveness with Students:

Highly Effective Effective Improvement Needed Does Not Meet Standard

Safety and Duties in the Kitchen:

Highly Effective Effective Improvement Needed Does Not Meet Standard

Interactions with Staff:

Highly Effective Effective Improvement Needed Does Not Meet Standard

Safety in the School:

Highly Effective Effective Improvement Needed Does Not Meet Standard

Professional Responsibilities:

Highly Effective Effective Improvement Needed Does Not Meet Standard

Overall Rating:_____

Evaluator Comments:

Areas of Strength:

Areas of Growth:

Professional Growth Goals for the upcoming year:

Directed Growth Plan needed: ☐ yes ☐ no

Employee Comments:

I have had the opportunity to read my evaluation report. My signature indicates that I have received a copy of this evaluation.

Employee Signature: _____ Evaluator Signature: _____

Directed Growth Plan:

A Directed Growth Plan may be created for an employee who needs improvement and/or who may benefit from more support. This plan provides a good-faith effort to support and guide the employee to effectively meet the standards set forth in the rubrics.

The Directed Growth Plan process may be initiated at any time throughout the year. The administrator shall provide a written identification of the problem and expectations for improvement in performance based on the identified problem area.

This plan will include:

- Specific measurable goals relating to areas needing improvement
- Action steps/strategies for resolution of concerns.
- Resources needed to accomplish goals
- Timeline for completion

Progress toward meeting the goals as outlined within the plan will be monitored and documented. If the goals are met at the completion of the timeline, the employee will no longer be on a Directed Growth Plan.

Directed Growth Plan

Name :_____ Building_____

*Specific Measurable Goals **	*Action Steps (Provide Details)*	*Resources*	*Timeline for Completion*	*Evidence*

Employee Comments:

Administrator Comments:

Employee Signature _____ Date: _____

Administrator Signature _____ Date: _____

Note: Direct Growth Plans should include the 5 components above but the template format may be modified.