

Nutrition Services



Employee Name:		ME Meets Expectations AE Approaching Expectations NA Needs Attention US Unsatisfactory NR Not Relevant
Position/Bldg:		
School Year:		

Supervisor Portion:

1. Nutrition Services Operations			
A. Performs assigned food preparation, service, ordering, and/or operational duties accurately		D. Ensures adequate food and supplies are available for meal service, within assigned responsibilities	
B. Follows established menus, recipes, portioning requirements, and/or ordering procedures as assigned		E. Maintains accurate production records, meal counts, inventory records, and/or other documentation as assigned	
C. Prepares, presents, and/or coordinates meals to meet established quality and service expectations		F. Processes meal transactions and handles funds accurately in accordance with district procedures as assigned	
2. Food Safety, Sanitation & Compliance			
A. Follows established food handling, storage, temperature control, and sanitation procedures		D. Uses equipment and cleaning products safely and follows established workplace safety procedures	
B. Maintains clean and sanitary work areas, equipment, and utensils within assigned responsibilities		E. Follows established meal program requirements and procedures for special dietary needs as assigned	
C. Identifies and promptly reports food safety concerns, hazards, and equipment problems			
3. Professional Practice & Growth			
A. Demonstrates and maintains the knowledge and skills necessary to effectively perform assigned responsibilities		C. Responds positively to feedback and implements suggestions for improvement and/or growth	
B. Completes ongoing district- and state-required trainings			
4. Quality, Efficiency & Work Organization			
A. Organizes work and prioritizes tasks to support timely and efficient meal service		D. Uses food, supplies, and other resources responsibly and minimizes waste	
B. Completes assigned work efficiently while maintaining accuracy and quality		E. Adjusts appropriately to changes in meal counts, staffing, and operational needs	
C. Monitors food and supply needs and communicates shortages or changes in a timely manner		F. Requests and utilizes assistance when appropriate	
5. Student & Customer Service			
A. Treats students and other customers with respect, patience, and dignity		D. Contributes to a welcoming, inclusive meal service environment	
B. Responds to questions and concerns courteously and seeks assistance when needed		E. Responds to student behavior calmly and appropriately and refers concerns to designated staff	
C. Builds positive, appropriate relationships with students while maintaining professional boundaries			

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Supervisor Portion (cont.):

6. Professional Responsibility & Collaboration			
A. Demonstrates professionalism, composure, and sound judgment		E. Follows established department, building, and district policies and procedures	
B. Works collaboratively and respectfully with staff, follows direction and carries out assigned responsibilities consistently and appropriately		F. Maintains professional conduct and presentation appropriate to the work environment	
C. Shares responsibility and contributes effectively to the kitchen, department, and school		G. Demonstrates punctuality, dependability, and consistent fulfillment of assigned duties and responsibilities	
D. Communicates relevant operational information with appropriate staff in a timely and professional manner as assigned		H. Maintains student confidentiality and uses appropriate discretion when discussing student information	

Comments:

I certify this evaluation has been discussed with me during a conference held on (date) _____.

I understand my signature does not necessarily indicate agreement; it is simply acknowledgment of receipt.

NOTE: Any disagreement within this evaluation between supervisor and employee must be indicated in writing, dated, and signed by both parties within five (5) working days after the conference and a copy shall be attached to the evaluation form.

Employee Signature

Supervisor Signature

DEFINITIONS OF PERFORMANCE RATING CATEGORIES:

- ME** Meets Expectations: The employee has met the performance expectations for this factor.
- AE** Approaching Expectations: The employee is developing their skill set in this area but has not quite met expectations.
- NA** Needs Attention: The employee has difficulty meeting the performance expectations for this factor.
- US** Unsatisfactory: The employee has failed to meet the performance expectations for this factor.
- NR** Not Relevant

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Employee Name: _____

Employee Portion:

1. Identify your areas of strength:

2. Identify potential growth areas:

3. Identify one professional goal for next year: