

**(SCHOOL DISTRICT) FOOD SERVICE
ELEMENTARY EMPLOYEE EVALUATION FORM**

Name _____

Date _____

Position/ Building _____

1. **Knowledge of Job:** The employee understands what tasks need to be completed in the job she/he performs. She/He follows food service policies pertaining to that job. She/He asks for clarification if she/he is unclear on how to perform her/his job.

Meets All Expectations

Meets Most Expectations

*Does Not Meet Expectations
(Improvement Needed)*

Comments:

2. **Food Temperature:** The employee makes sure that the food is served hot/cold as and Presentation: directed and is appealing to the customers. She/He takes temperatures and records them on the production sheet. The employee makes sure that the food listed on the menu is available for both lunches and until the end of both lunches. She/He checks the food bar between lunches to ensure that the items are stocked and look appealing.

Meets All Expectations

Meets Most Expectations

*Does Not Meet Expectations
(Improvement Needed)*

Comments:

3. **Problem Solving:** The employee takes the initiative to solve potential problems and then keeps the management informed on what action she/he took. The employee anticipates what the needs will be for the next day and in some cases beyond. If the employee cannot solve the problem, she/he brings the problem and potential solutions to management in a timely manner.

Meets All Expectations

Meets Most Expectations

*Does Not Meet Expectations
(Improvement Needed)*

Comments:

4. **Work Habits:** The employee gets her/his work completed in the number of hours allotted to the position. She/He works in steps that allow the work to be completed within the timeframe and does not interfere with other staff completing their work. She/He keeps her/his work area clean and puts work tools in their proper place when done. The employee is aware of how her/his work habits impact the school. She/He follows all food service department policies regarding sanitation.

Meets All Expectations

Meets Most Expectations

*Does Not Meet Expectations
(Improvement Needed)*

Comments:

5. **Communications Skills:** The employee passes information to food service and school staff in a way that can be understood. She/He provides input and feedback on job tasks, promotions, customer concerns and work related needs. The employee addresses problems and concerns in a timely manner with the person or people involved in the situation. She/He also listens to and addresses concerns that are brought to her/him.

Meets All Expectations *Meets Most Expectations* *Does Not Meet Expectations
(Improvement Needed)*

Comments:

6. **Team Work:** The employee recognizes that she/he is part of a team in her/his school and she/he shows cooperative work habits that help the team to get the job done. The employee knows the other members of the lunch team and has developed a productive work relationship with them.

Meets All Expectations *Meets Most Expectations* *Does Not Meet Expectations
(Improvement Needed)*

Comments:

7. **Customer Service Skills:** The employee treats all customers (students, school staff, food service staff and delivery personnel) with courtesy and respect. She/He addresses their questions and concerns in a timely manner. The employee works with the principal and food service management if she/he is having a conflict with a customer and she/he is not able to solve it on her/his own.

Meets All Expectations *Meets Most Expectations* *Does Not Meet Expectations
(Improvement Needed)*

Comments:

8. **Professional Appearance:** The employee's daily work clothing meets the standard set in the employee handbook. Hair is properly covered and gloves are used over nail polish or jewelery when required.

Meets All Expectations *Meets Most Expectations* *Does Not Meet Expectations
(Improvement Needed)*

Comments:

9. **Organization Skills:** The employee keeps the kitchen instructions, ordering guides and food bar charts in a location that is easy to find. The cooking instructions, computer and sub info notebooks are up-to-date and easy to locate. The employee keeps the drawers well labeled and the utensils are easily accessible. All shelves in the storeroom and under the work tables are free of dust and dirt and are straightened so product is easy to find.

Meets All Expectations *Meets Most Expectations* *Does Not Meet Expectations
(Improvement Needed)*

Comments:

10. **Reporting Paperwork:** The employee knows how to fill out the production paperwork why it needs to be completed. She/He knows the components of a reimbursable meal and how to record non-reimbursable meals. The employee knows what reports need to be completed on a daily basis and can indicate what the report is used for.

Meets All Expectations

Meets Most Expectations

*Does Not Meet Expectations
(Improvement Needed)*

Comments:

11. **Ordering Skills:** The employee knows how to complete the weekly order form and when it needs to be turned in. She/He writes a forecast for each day and uses the proper pack/pan size for the items needed. The employee fills out the order form completely and pays attention to special items that need to be ordered.

Meets All Expectations

Meets Most Expectations

*Does Not Meet Expectations
(Improvement Needed)*

Comments:

This employee's primary strengths are:

Focus areas for this employee are:

Additional Comments:

Evaluated by: _____

Date: _____

Employee's Signature _____

Date: _____