

**(SCHOOL DISTRICT) FOOD SERVICE
DELIVERY 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 Delivery and Presentation:** The employee makes sure that the food is delivered in good clean condition. She/He checks that the quantity is what was specified on the delivery slip. The employee anticipates the storage capacity of the school and makes adjustments to what is delivered based on space.

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 kitchens. 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, delivery

concerns, routing and menus. 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 district and she/he shows cooperative work habits that help the team to get the job done. The employee knows the other members of the 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 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 jewelry when required.

Meets All Expectations

Meets Most Expectations

*Does Not Meet Expectations
(Improvement Needed)*

Comments:

9. **Organization Skills:** The employee keeps the truck and the delivery clipboard clean and organized. She/He keeps the delivery charts in a way that could be used by any person filling in on the job. The employee keeps the kitchen manager informed of potential needs and situations that she/he may encounter.

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: _____