**FOOD SERVICE EVALUATION**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Building:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Year:\_\_\_\_\_

Social Security Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Assignment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1-Outstanding 2-Strong 3-Satisfactory 4-Needs Improvement 5-Unsatisfactory**

**COMMITMENT TO TOTAL PROGRAM**

A. Shows interest and enthusiasm in work 1 2 3 4 5

B. Is willing to put in essential time and effort 1 2 3 4 5

C. Is punctual and has infrequently missed work 1 2 3 4 5

D. Willingly accepts and carries out responsibilities 1 2 3 4 5

E. Performs routine tasks efficiently 1 2 3 4 5

F. Maintains a neat, orderly, and efficient work area 1 2 3 4 5

G. Demonstrates initiative by providing positive input 1 2 3 4 5

H. Is receptive to change in policies and procedures 1 2 3 4 5

I. Displays a spirit of helpfulness and cooperation 1 2 3 4 5

J. Utilizes available opportunities to develop and 1 2 3 4 5

 maintain required job skills

**RESPONSIVE TO STUDENT’S NEEDS**

A. Communicates positively with students 1 2 3 4 5

B. Is warm and understanding of student’s needs 1 2 3 4 5

C. Tactfully answers questions from students 1 2 3 4 5

D. Treats all students fairly, without overt identification 1 2 3 4 5

**STAFF AND COMMUNITY RELATIONS**

A. Communicates effectively with all staff members 1 2 3 4 5

B. Demonstrates loyalty to district, building & coworkers 1 2 3 4 5

C. Adheres to applicable district policies/procedures 1 2 3 4 5

D. Works well with all employees, parents & community 1 2 3 4 5

E. Handles difficult situations in a positive way 1 2 3 4 5

**PERSONAL CHARACTERISTICS**

A. Is well groomed and appropriately dress 1 2 3 4 5

B. Can withstand the physical requirements of position 1 2 3 4 5

C. Maintains high standards of ethics, honesty & integrity 1 2 3 4 5

D. Adapts well to change 1 2 3 4 5

COMMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Administration**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Employee**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**:\_\_\_\_\_\_

**REPONSIBILITIES AND ROLE (HELPER/COOK)**

A. Is familiar with and adheres to all federal, state and 1 2 3 4 5

 local regulations regarding Food Service

B. Prepares and displays food in a high quality manner 1 2 3 4 5

C. Demonstrates money-handling accuracy 1 2 3 4 5

D. Demonstrates proficiency in phone & computer systems 1 2 3 4 5

E. Assists in meeting the highest standards of safety 1 2 3 4 5

 and sanitation, prescribed by the local health dept.

F. Demonstrates respect and consideration to all customers 1 2 3 4 5

G. Assists in the “hands-on” training of new employees 1 2 3 4 5

H. Keeps informed of prices, portion sizes and which 1 2 3 4 5

 utensils to use.

I. Displays interest by proper merchandizing of menu 1 2 3 4 5

J. Prepares relevant records and reports in an accurate 1 2 3 4 5

 and timely manner

COMMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**REPONSIBILITIES AND ROLE (MANAGER)**

A. Is familiar with and adheres to all federal, state and 1 2 3 4 5

 local regulations regarding Food Service

B. Demonstrates initiative and resourcefulness in 1 2 3 4 5

 performing assigned tasks

C. Completes assigned work in scheduled time 1 2 3 4 5

D. Demonstrates proficiency in phone & computer systems 1 2 3 4 5

E. Assists in meeting the highest standards of safety 1 2 3 4 5

 and sanitation, prescribed by the local health dept.

F. Demonstrates respect and consideration to all customers 1 2 3 4 5

G. Assists in the “hands-on” training of new employees 1 2 3 4 5

H. Keeps informed of prices, portion sizes and which 1 2 3 4 5

 utensils to use

I. Displays interest by proper merchandizing of menu 1 2 3 4 5

J. Prepares relevant records and reports in an accurate 1 2 3 4 5

 and timely manner

K. Keeps the director well informed on issues and the 1 2 3 4 5

 operation of the program

L. Directs and monitors food preparation and presentation 1 2 3 4 5

 providing feedback to the food service staff

M. Orders food and paper in an efficient manner 1 2 3 4 5

N. Ability to make wise decisions and take appropriate 1 2 3 4 5

 actions when needed

O. Implements procedures and monitors the total operation 1 2 3 4 5

 for efficiency and cost effectiveness

COMMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RESPONSIBILITIES AND ROLE (DRIVER)**

A. Delivers satellite food in a timely and orderly manner 1 2 3 4 5

B. Demonstrates organizational skills by stocking and 1 2 3 4 5

 rotating food storage

C. Maintains clean and orderly freezers, coolers and 1 2 3 4 5

 storerooms

D. Adapts to emergency situations in a positive manner 1 2 3 4 5

E. Ability to make wise decisions and take appropriate 1 2 3 4 5

 actions when needed

F. Keeps the manager and director well informed on 1 2 3 4 5

 issues and the operation of the program

G. Willingly accepts additional responsibilities 1 2 3 4 5

H. Maintains a high standard of safety and sanitation 1 2 3 4 5

COMMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_