**FOOD SERVICE TEAM EMPLOYEE EVALUATION FORM**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/ Building \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rate each of the following as:

❒ 1-Meets All Expectations

❒ 2-Meets Most Expectations

❒ 3-Does Not Meet Expectations (Improvement Needed)

1. **Knowledge of Job**: The employee understands what tasks need to be completed in each of the jobs she/he performs. She/He follows food service policies pertaining to that job and helps to keep the description of the job up to date and accurate.

❒ 1 ❒ 2 ❒ 3

Comments:

1. **Quality of Work**: The employee performs her/his job in a way that ensures that the food served is hot/cold as directed and is appealing to the customers. She/He completes her/his job tasks so that there is not work left for another team member to finish and follows all food service dept. policies regarding sanitation.

❒ 1 ❒ 2 ❒ 3

Comments:

3. **Problem Solving**: The employee takes the initiative to solve potential problems and then keeps the team leader 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 the team leader in a timely manner.

❒ 1 ❒ 2 ❒ 3

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 impede other team members from 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 team.

❒ 1 ❒ 2 ❒ 3

Comments:

5. **Communications Skills**: The employee passes information to the team leader and other team members 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.

❒ 1 ❒ 2 ❒ 3

Comments:

6. **Team Work**: The employee recognizes that she/he is part of a team in her/his workplace and she/he shows cooperative work habits that help the team to get the job done. The employee actively contributes to the workload for the daily activities, promotions and marketing efforts. She/He is also an active participant in team meetings.

❒ 1 ❒ 2 ❒ 3

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 team leader if she/he is having a conflict with a customer and she/he is not able to solve it on her/his own.

❒ 1 ❒ 2 ❒ 3

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.

❒ 1 ❒ 2 ❒ 3

Comments:

This employee's primary strengths are:

Focus areas for this employee are:

Additional Comments:

Evaluated by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee's Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_