

FOOD SERVICES DEPARTMENT EMPLOYEE EVALUATION

Employee Name _____

Date _____

Classification: _____

School: _____

NA	5	4	3	2	1	
						PERSONAL APPEARANCE AND HEALTH
						Wears the assigned uniform daily. Shoes as required in pre-employment training instructions.
						Keeps hair clean and well-groomed and restrained.
						Hands and fingernails are properly cleaned.
						Make-up in good taste.
						Jewelry appropriate.
						HUMAN RELATIONS
						Cooperates with fellow employees.
						Understands and applies the mission statement of the Food Services Program in the School District.
						Responds well to supervision.
						Is punctual and reliable.
						Appears cheerful throughout the day.
						Treats customers with respect and is responsive to their needs.
						JOB ATTITUDE
						Shows interest and enthusiasm in the job.
						Understands and accepts job responsibility.
						Is willing to accept and to apply new methods, policies, and to follow orders.
						Does not allow emotions to interfere with work.
						Understands and completes assigned tasks using care in the use of food and equipment.
						Takes advantage of the opportunity to join and to attend meetings of organizations providing for professional growth (workshops, meetings, etc.).
						WORK PERFORMANCE AND ABILITY
						Organizes work.
						Uses good judgment in performing work, planning ahead, and working with minimum supervision.
						Uses technical knowledge in performing work.
						Has the energy to perform the job efficiently.
						_____ Possible Total _____ Total Rating

5 = Superior; 4 = Excellent; 3 = Good; 2 = Fair; 1 = Poor; NA = Not Applicable