Food Service Worker Performance Evaluation Form

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| **Name of Employee:** | **Position:** |
| **Hire Date:** | **Supervisor:** |
| **Evaluation Period:** |
| **#** | **General Knowledge Base** | **Outstanding** | **Good** | **Acceptable** | **Needs Improvement** | **Comments** |
| **1.1** | Principles and methods of quantity food service preparation, serving and storage. |  |  |  |  |  |
| **1.2** | Sanitation and safety practices related to handling, cooking ,baking and serving food. |  |  |  |  |  |
| **1.3** | Methods of preparing and serving food in large quantities. |  |  |  |  |  |
| **1.4** | Methods of adjusting and extending recipes and proper substitutions. |  |  |  |  |  |
| **1.5** | Standard kitchen equipment, materials and supplies. |  |  |  |  |  |
| **1.6** | Health and safety regulations |  |  |  |  |  |
| **1.7** | Basic record-keeping techniques. |  |  |  |  |  |
| **1.8** | Basic math and cashiering skills. |  |  |  |  |  |
| **#** | **Essential Job Functions** | **Outstanding** | **Good** | **Acceptable** | **Needs Improvement** | **Comments** |
| **2.1** | Prepare, cook, bake and serve a variety of foods in quantity at an assigned food. |  |  |  |  |  |
| **2.2** | Prepare and serve food in accordance with health and sanitation regulations. |  |  |  |  |  |
| **2.3** | Operate and maintain standard machines and equipment found in school. |  |  |  |  |  |
| **2.4** | Prepare attractive, appetizing and nutritious meals for students and staff. |  |  |  |  |  |
| **#** | **Essential Job Functions** | **Outstanding** | **Good** | **Acceptable** | **Needs Improvement** | **Comments** |
| **2.6** | Lift, bend, reach and stand. |  |  |  |  |  |
| **2.7** | Follow, adjust and extend recipes. |  |  |  |  |  |
| **2.8** | Understand and follow oral and written directions. |  |  |  |  |  |
| **2.9** | Communicate effectively both orally and in writing. |  |  |  |  |  |
| **2.10** | Maintain routine records. |  |  |  |  |  |
| **2.11** | Meet schedules and time lines. |  |  |  |  |  |
| **2.12** | Establish and maintain cooperative and effective working relationships. |  |  |  |  |  |
| **2.13** | Plan and organize work. |  |  |  |  |  |
| **2.14** | Observe health and safety regulations. |  |  |  |  |  |
| **2.15** | Train and provide work direction to others. |  |  |  |  |  |
| **2.16** | Make change accurately. |  |  |  |  |  |
| **2.17** | Read and write at a level required for successful job performance. |  |  |  |  |  |
| **#** | **Performance Responsibilities** | **Outstanding** | **Good** | **Acceptable** | **Needs Improvement** | **Comments** |
| **3.1** | Prepares and bakes rolls, biscuits, breads, cakes, cookies and other baked goods. |  |  |  |  |  |
| **3.2** | Prepares and cooks meat dishes, vegetables and other main dishes; prepares salads, sandwiches, fruit, soup, sauces and other foods. |  |  |  |  |  |
| **3.3** | Maintains the highest standards of safety and cleanliness in the kitchen; cleans equipment utensils and appliances as needed. |  |  |  |  |  |
| **#** | **Performance Responsibilities** | **Outstanding** | **Good** | **Acceptable** | **Needs Improvement** | **Comments** |
| **3.4** | Prepares food according to a planned menu and tested, uniform recipes, and determines if the finished product is of best quality both in flavor and appearance before it is served. |  |  |  |  |  |
| **3.5** | Demonstrates an understanding of serving sizes to meet the USDA requirements with regard to the ages of the School Meal Pattern. |  |  |  |  |  |
| **3.6** | Assists in maintaining the perpetual inventories. |  |  |  |  |  |
| **3.7** | Assumes responsibility for proper storage and disposal of unused foods. |  |  |  |  |  |
| **3.8** | Assists in the daily clean up of the kitchen and service areas. |  |  |  |  |  |
| **3.9** | Performs related duties at special meal functions, such as banquets, when needed. |  |  |  |  |  |
| **3.10** | Participates in planned training programs. |  |  |  |  |  |
| **3.11** | Demonstrates a positive attitude toward good nutrition. |  |  |  |  |  |
| **3.12** | Demonstrates loyalty and dedication to the purposes and goals of the school system. |  |  |  |  |  |
| **3.13** | Assumes and carries out such other tasks as may be assigned by the manager, principal and/or school food service director. |  |  |  |  |  |

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| **All things considered, how do you rate this employee in relation to job performance and value to the school system?** |
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| **Major area(s) requiring performance improvement:** |
| **Action plan for improvement:** |
| **Completion Date:** |
| **Supervisor Comments:** |
| **Employee Comments:** |
| **The required conference was held on:** |
| **Employee’s Signature:** | **Date:** |
| **Supervisor’s Signature:** | **Date:** |
| **Human Resource’s Director Signature:** | **Date:** |
| **Note:****The employee’s signature does not signify agreement with this evaluation, but only that it has been reviewed and discussed with the employee. The employee may make any comments desired in the employee comments section. Additional sheets, if necessary, may be attached and made an official part of the review. All comments must be attached to the review prior to the document being passed to the next level of management for review.** |