**PERFORMANCE EVALUATION: FOOD SERVICES DRIVER**

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building/Dept: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Probationary Evaluation \_\_\_\_\_ Periodic Evaluation

**Probationary Recommendation:**

\_\_\_\_ Employee has satisfactorily completed the probationary period.

\_\_\_\_ Employee performance needs improvement. Extended probationary period approved for \_\_\_\_ working days.

\_\_\_\_ Unsatisfactory. Recommend dismissal to HRD.

**Standard I:** The employee shall demonstrate knowledge and skill in the performance of job duties.

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| **Criteria** | **COMMENTS** |
| A. Understands and practices SOPs for handling food and supply products. |  |
| B. Records and maintains food transport logs. Signs off on food deliveries. |  |
| C. Understands time and temperature as it relates to delivery. |  |
| D. Practices FIFO in process of picking, delivering and stocking items at FSD sites. |  |
| E. Can differentiate labels and learn stock descriptions well enough to pick proper goods, count accurately, and follow warehouse organization of pallets and stock to assure FIFO is followed. |  |
| F. Picks, organizes and delivers food and supplies following prescribed routes and procedures. Checks with authorized personnel with regard to ensuring delivery tickets are accurate as printed. |  |
| G. Uses truck lifts, hand trucks, and pallet jacks to safely handle multiple and heavy loads of products. |  |
| H. Maintains cleanliness of delivery vehicles, FS delivery totes, and FS storage areas as assigned. |  |
| I. Maintains vehicles by checking and filling out VIR Vehicle Inspection Report every time fuel up. |  |
| J. Checks district email on a regular basis to stay abreast of current communication. |  |

Data Sources and Specific Examples:

**Standard II:** The employee shall demonstrate competency in valuing and promoting understanding of teamwork.

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| **Criteria** | **COMMENTS** |
| A. Creates a safe and supportive work and learning environment. Conveys a professional attitude or demeanor. Sets a positive example as representative of the department who travels throughout the district on a daily basis. Works harmoniously with staff and students. |  |
| B. Communicates respectfully regardless of age, religion, ethnicity, race, SES, disability, gender, sexual orientation, or linguistic differences. |  |

Data Sources and Specific Examples:

**Standard III:** The employee shall demonstrate effective management of materials and resources.

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| **Criteria** | **COMMENTS** |
| A. Utilizes resources wisely in relation to truck usage. |  |
| B. Uses own time responsibly. |  |

Data Sources and Specific Examples:

**Standard IV:** The employee shall demonstrate commitment to the job.

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| **Criteria** | **COMMENTS** |
| A. Consistent attendance and punctuality. |  |
| B. Attends all meetings and professional development training sessions. |  |
| C. Maintains appropriate dress and hygiene. |  |

Data Sources and Specific Examples: professional organization membership; job related reading and study:

**Standard V:** The employee shall demonstrate effective interpersonal skills.

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| **Criteria** | **COMMENTS** |
| A. Interacts with colleagues, staff, parents, and students to build supportive relationships. |  |
| B. Demonstrates appropriate oral and written communication skills. |  |

Data Sources and Specific Examples:

Areas for Continued Growth and Improvement Goals: This section contains a summary of the areas for professional growth from the five standards and criteria as identified in the non-licensed personnel evaluation form. Areas of continued professional growth are not indicative of an unsatisfactory level of performance.

Employee’s Signature\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*This signature implies the employee has read and is familiar with the evaluation, but does not necessarily imply that the employee agrees with it.