**PERFORMANCE EVALUATION:**

**FOOD SERVICES PRODUCTION ASSISTANT**

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. Possesses knowledge of large scale cooking/preparation of food and salad bar menu items |  |
| B. Focuses on quality. Checks quality of preparation by tasting foods. Communicates any quality concerns with Production Cook and/or Sous Chef. |  |
| C. Checks preparation and serving area for compliance with Health Department and Food Service guidelines. Maintains appropriate food, time and temperature controls. Fills out appropriate HACCP logs and food service records. |  |
| D. Exhibits knowledge of food service equipment and sanitation. Possess knowledge of triple-sink, dish machine, cleaning and chemical operations. |  |

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. Interacts appropriately co-workers, students and staff. Deals tactfully with others.  |  |
| B. Demonstrates daily teamwork. |  |
| C. 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.

|  |  |
| --- | --- |
| **Criteria** | **COMMENTS** |
| A. Communicates with Sous Chef for all food and supplies as needed. |  |
| B. Utilizes materials, chemicals and supplies prudently. Strives to minimize waste to reduce food costs. |  |
| C. Uses own time responsibly. Takes initiative. Willingness to learn new things. |  |

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. Attends all meetings and professional development training sessions. |  |
| B. 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. Supports Food Service mission.  |  |
| B. Demonstrates appropriate oral and written communication skills. Reads weekly newsletter. |  |

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.