**PERFORMANCE EVALUATION:**

**FOOD SERVICES SATELLITE 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.

|  |  |
| --- | --- |
| **Criteria** | **COMMENTS** |
| A. Possesses knowledge of preparation and serving of menu items. Utilizes appropriate serving utensils for proper portioning. Checks quality of preparation by tasting foods prior to serving. |  |
| B. Exhibits knowledge of food service equipment and sanitation including dish machine and chemical operation. |  |
| C. Checks preparation and serving area for compliance with Health Department and Food Services guidelines. Maintains appropriate food time and temperature controls. Fills out appropriate HACCP logs and salad bar and meal production records. |  |

Data Sources and Specific Examples:

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

|  |  |
| --- | --- |
| **Criteria** | **COMMENTS** |
| A. Communicates respectfully regardless of age, religion, ethnicity, race, SES, disability, gender, sexual orientation, or linguistic differences. |  |
| B. Creates a safe and supportive work and learning environment. Interacts appropriately and tactfully with students and staff. Conveys professional attitude. |  |
| C. Demonstrates teamwork daily. |  |

Data Sources and Specific Examples:

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

|  |  |
| --- | --- |
| **Criteria** | **COMMENTS** |
| A. Handles money, deposits, balances and records correctly. Prepares necessary reports and forms accurately and in a timely manner. |  |
| B. Utilizes food and supplies prudently. Strives to minimize waste to reduce food costs. |  |

Data Sources and Specific Examples:

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

|  |  |
| --- | --- |
| **Criteria** | **COMMENTS** |
| A. Consistent attendance and punctuality and 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.

|  |  |
| --- | --- |
| **Criteria** | **COMMENTS** |
| A. Interacts with colleagues, staff, parents, and students to build supportive relationships. Communicates FS mission by promoting healthy food choices to students and staff. |  |
| 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.