

STANDARDS FOR QUALITY PROFESSIONAL PRACTICE

FOOD AND NUTRITIONAL SERVICES

Name: _____ **Position:** _____ **Location:** _____

Evaluation Period From: _____ **To:** _____ ☐ **Probationary** ☐ **Annual**

	Problem Area	Approaches Standard	Meets Standard
WORK HABITS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Consistently performs duties with minimal supervision; Takes initiative; self-directed; anticipates future work needs; Seeks to enhance the position and work environment. Completes tasks in a timely manner; Accepts new or different conditions; adjusts quickly; cooperative; flexible; Consistently keeps work organized; carries out duties effectively and efficiently; Consistently applies USDA regulations in daily work; Consistently applies food safety/sanitation practices in daily work; Applies proper portion control techniques; Works at an appropriate pace to meet the daily production and serving requirements; Demonstrates competence in cashier and bookkeeping functions, if required; Efficiently orders supplies to avoid excessive inventory (managers only); 	Comments/Goals:		
COMMUNICATION/TEAMWORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Positively communicates with colleagues; Uses effective communication skills with staff and students; Appropriately communicates with/responds to parents; Responds to e-mails and phone calls in a timely manner; uses technology; Follows written and verbal directions; Uses appropriate problem solving and communication skills to work as an effective member of the food service team; 	Comments/Goals:		
ATTENDANCE/PUNCTUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Regular attendance supports consistency in the work environment; Timely notice is given when absence is anticipated and proper procedures are followed; Arrives prepared to work at designated start time; Works full shift; leaves at designated end time; Consistently follows assigned schedule; 	Comments/Goals:		

	Problem Area	Approaches Standard	Meets Standard
PROFESSIONALISM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Maintains confidentiality, regarding student and school issues, at all times, both at work and after work hours; • Saves personal tasks for outside of work time; • Exhibits a positive attitude and enthusiasm; • Maintains professional dress and appearance; • Seeks professional growth opportunities as it pertains to job assignment; • Maintains regular attendance and active participation at building/department meetings and trainings; • Acts as a positive role model; • Accepts and responds appropriately to feedback; 	Comments/Goals:		

Other Comments:

NOTE: Additional information may be attached.

Any added information must be dated and signed by both the evaluator and the employee.

The signature below does not necessarily imply that the employee agrees with the preceding report; only that she/he has seen and discussed it with the evaluator and has been provided a copy. Employee may attach a statement.

Employee Signature: _____ Date: _____

Evaluator Signature: _____ Date: _____

Employee Statement attached: ☐ Yes ☐ No