

UINTAH SCHOOL DISTRICT

Evaluation Form

Food Service Worker Employee _____

Assigned Area _____

Position _____

Date _____ Time _____

SCALE: _____

1. Outstanding: A criterion marked outstanding is one in which the employee is clearly superior in job performance, individual initiative, performance skills, and ability to work effectively without supervision.
2. Well Functioning: A criterion marked well functioning is a positive criterion in which the employee is functioning at or above average.
3. Needs Improvement: A criterion marked needs improvement is an area where growth in performance must be demonstrated.
4. Unsatisfactory: A criterion marked unsatisfactory is one in which the employee is functioning at an unacceptable level.
5. Not applicable

A. Health and Appearance

- 12345 1. Vigor and Stamina
- 12345 2. Regularity coming to work
- 12345 3. Dress & appearance

B. Personal Characteristics

- 12345 1. Alertness
- 12345 2. Initiative & industry
- 12345 3. Originality
- 12345 4. Judgment
- 12345 5. Demands respect
- 12345 6. Greets students with a smile
- 12345 7. Cooperation
- 12345 8. Adaptability
- 12345 9. Good positive attitude
- 12345 10. Self control
- 12345 11. Friendly/courteous
- 12345 12. Ability to listen

C. Attitude toward work

- 12345 1. Attitude toward supervisor
- 12345 2. Attitude toward employer
- 12345 3. Reaction to constructive criticism
- 12345 4. Punctuality/promptness
- 12345 5. Understand district goals & objectives
- 12345 6. Accepts responsibility
- 12345 7. Observation of board and administrative policy
- 12345 8. Relations with colleagues
- 12345 9. Dedication to present position
- 12345 10. Keeps up with new developments & techniques
- 12345 11. Willingness to work
- 12345 12. Ability to leave personal problems at home
- 12345 13. Attitude toward students
- 12345 14. Able to work under pressure
- 12345 15. Does employee waste time

D. General School Services

- 12345 1. Participation in training/meetings
- 12345 2. Knowledge & concern for students
- 12345 3. Good public relation skills
- 12345 4. Tolerant & open-minded
- 12345 5. Makes reports promptly & accurately
- 12345 6. Observes channels when reporting matters affecting school system
- 12345 7. Confidentiality of issues
- 12345 8. Personal phone calls and visits minimal
- 12345 9. Uses equipment for personal use

E. Professional Skills

- 12345 1. Knowledge of area of employment
- 12345 2. Use of good techniques & procedures
- 12345 3. Management & organizational skills
- 12345 4. Neatness
- 12345 5. Performance effectiveness
- 12345 6. Computer skills
- 12345 7. Banking skills
- 12345 8. Supervisory relationships
- 12345 9. Skill in operating machines
- 12345 10. Skill in preparing food
- 12345 11. Skill in sanitation & food born illnesses
- 12345 12. Skill in finances & mathematics
- 12345 13. Ability to accept change
- 12345 14. Good public health inspections
- 12345 15. Hold proper license/certificate
- 12345 16. Conscious of safety for students/others
- 12345 17. Reports accidents and hazards
- 12345 18. Inventory books
- 12345 19. Abstention from indecent language drinking, smoking, drugs

Supervisor and employee to complete this page together.

Record Job Strengths _____

Record specific job improvement programs or goals to be undertaken during the next evaluation period: _____

Record progress achieved in attaining previously set goals or job improvement programs (from previous evaluation if employee has received a prior evaluation): _____

Evaluator : Signature _____ **Date:** _____

Comments: _____

Employee: Signature _____ **Date:** _____

Comments: _____

