



**PERFORMANCE EVALUATION  
KITCHEN AIDE**

EMPLOYEE NAME  DATE   
WORK LOCATION   
TYPE OF EVALUATION

**EVALUATION GUIDE**

- 1=Excellent (exceptional; exceed expectations)
- 2= Good (consistently meets, and frequently exceeds, usual expectations)
- 3= Average (conforms to job duties; meets expectations)
- 4= Fair (marginal; meeting only minimum requirements)
- 5= Poor (below standard and unacceptable; improvement required or termination will result)

**A rating of 1, 2, 4 or 5 requires written comments in the Comments/Summary section.**

**PRIMARY DUTIES AND RESPONSIBILITIES**

<input type="checkbox"/>	1. Maintains an organized food service area regarding cleanliness, neatness, and maintenance.	<input type="checkbox"/>
	<input type="text"/>	
<input type="checkbox"/>	2. Nutritious foods are being prepared and served at scheduled times.	<input type="checkbox"/>
	<input type="text"/>	
<input type="checkbox"/>	3. Perform assigned Food Service Worker duties in the absence of the Food Service Worker.	<input type="checkbox"/>
	<input type="text"/>	
<input type="checkbox"/>	4. Complies with Head Start Nutrition Performance Standards and CACFP regulations.	<input type="checkbox"/>
	<input type="text"/>	
<input type="checkbox"/>	5. Assists in completing the Cleaning Schedule.	<input type="checkbox"/>
	<input type="text"/>	

6. Follows serving guidelines for meals provided by the public school.

7. Abides by Kitchen and State Inspection Reports.

**Overall rating for this section**

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Maintains confidentiality for children, families, agency and program.

2. Attends training and has met required training hours of at least 25 hours.

3. Maintains current certifications (CPR/First Aid, etc)

4. Adheres to Head Start Performance Standards, Written Plan, Nebraska Regulations Governing licensure of Child Care Centers, Family Service Manual, Head Start Parent Handbook, NAEYC Code of Ethical Conduct, Rule 11, and NENCAP Personnel Policies.

5. Identifies and corrects conditions that affect employee safety.

6. Works cooperatively with the team to maintain the quality of the center.

7. Employee goals completed.

8. If applicable, bilingual staff must be able to appropriately translate and interpret verbal and written communication.

**Overall rating for this section**

**EVALUATION CONTINUED ON NEXT PAGE**

**JOB FACTORS**

<input type="checkbox"/>	1. Accountability	<input type="checkbox"/>
<input type="checkbox"/>	2. Accuracy	<input type="checkbox"/>
<input type="checkbox"/>	3. Active Listening	<input type="checkbox"/>
<input type="checkbox"/>	4. Adaptability	<input type="checkbox"/>
<input type="checkbox"/>	5. Analytical Skills	<input type="checkbox"/>
<input type="checkbox"/>	6. Communication Skills (Oral/Written)	<input type="checkbox"/>
<input type="checkbox"/>	7. Customer Oriented	<input type="checkbox"/>
<input type="checkbox"/>	8. Ethical	<input type="checkbox"/>
<input type="checkbox"/>	9. Organized	<input type="checkbox"/>
<input type="checkbox"/>	10. Reliability	<input type="checkbox"/>
<input type="checkbox"/>	11. Safety Awareness	<input type="checkbox"/>

**Overall rating for this section**

**Overall Evaluation Rating**

**SUMMARY/COMMENTS**

**Recommendations:**

**I certify that this report represents my best judgment.**

\_\_\_\_\_  
Evaluators' Signature

\_\_\_\_\_  
Date

I certify that this report has been discussed with me and I understood that my signature does not necessarily indicate agreement.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

- Items to be sent with INTRODUCTORY evaluation:
1. Performance Evaluation Summary
  2. Professional Development Goal (minimum of one)
  3. Orientation Checklist (original)
  4. Qualifications/Development for Aides/Paras

- Items to be sent with ANNUAL evaluation:
1. Performance Evaluation Summary
  2. Completed Professional Development Goal
  3. New Professional Development Goal

\_\_\_\_\_  
Head Start Director

\_\_\_\_\_  
Date