

**Davie County Schools  
Performance Appraisal Criteria  
Child Nutrition Assistant**

Name \_\_\_\_\_ Evaluator's Name \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Employee's Signature: \_\_\_\_\_

<input type="checkbox"/> 30 Day Performance Appraisal	<input type="checkbox"/> 60 Day Performance Appraisal	<input type="checkbox"/> 90 Day Performance Appraisal
<input type="checkbox"/> Follow Up Performance Appraisal	<input type="checkbox"/> Annual Performance Appraisal	

**INSTRUCTIONS:**

1. The evaluator is to rate the employee on a five point scale as indicated below.
2. The evaluator is encouraged to add pertinent comments at the end of each major function.
3. The employee is provided the opportunity to respond to the evaluator's ratings and comments.
4. The evaluator and the employee must discuss the results of the appraisal and any recommended action pertinent to it.
5. The employee and the evaluator must sign the instrument in the assigned spaces.
6. The instrument must be filed in the employee's personnel folder.

<b>Rating Scale</b>						
U=Unsatisfactory N=Needs Improvement M=Meets Expectations E=Exceeds Expectations NA=Not Applicable						
<b>FOOD PRODUCTION</b>	<b>U</b>	<b>N</b>	<b>M</b>	<b>E</b>	<b>NA</b>	<b>COMMENTS</b>
1. Follows recipes well; can calculate servings needed from basic recipe.						
2. Always checks work schedule/production record <b>before</b> beginning duties.						
3 Follows work schedules as assigned and understands food preparation and procedures (i.e. batch cooking).						
4. Is able to learn from experience—does not have to be repeatedly shown how to do things and can work independently.						

<b>FOOD PRODUCTION CONT.</b>	<b>U</b>	<b>N</b>	<b>M</b>	<b>E</b>	<b>NA</b>	<b>COMMENTS</b>
5. Works efficiently and effectively.						
6. Exemplifies “team work”						

<b>SANITATION AND SAFETY</b>	<b>U</b>	<b>N</b>	<b>M</b>	<b>E</b>	<b>NA</b>	<b>COMMENTS</b>
1. Exemplifies proper hand washing practices.						
2. Exemplifies proper use of disposable gloves.						
3. Continually monitors food temperatures and takes corrective action if item is in “Danger Zone” and properly records temperatures.						
4. Understands FIFO and proper labeling of foods (HACCP)						
5. Practices safety precautions at all times. Using devices provided (back brace, ladder, carts, slip resistant shoes, “buddy system for lifting heavy load”, etc.						

<b>PERSONAL TRAITS</b>	<b>U</b>	<b>N</b>	<b>M</b>	<b>E</b>	<b>NA</b>	<b>COMMENTS</b>
1. Follows appropriate DCS Employee grooming and personal appearance guidelines for uniforms, hair restraints, nails, body cleanliness and overall professional appearance.						
2. Is physically able to perform assigned duties.						
3. Demonstrates a high degree of genuine interest in job.						

Performance Appraisal-Child Nutrition Assistant U=Unsatisfactory N=Needs Improvement M=Meets Expectations E=Exceeds Expectations NA=Not Applicable

<b>PERSONAL TRAITS CONTINUED</b>	<b>U</b>	<b>N</b>	<b>M</b>	<b>E</b>	<b>NA</b>	<b>COMMENTS</b>
<b>4.</b> Does not gossip, encourage dissension, or arouse resentment among other employees.						
<b>5.</b> Is courteous and pleasant with students, parents, faculty, and guests.						
<b>6.</b> Accepts responsibility and works well with minimum amount of supervision.						
<b>7.</b> Is open to change, will work with new directives from Manager, Supervisor, and Director.						
<b>8.</b> Punctual-on time and ready to <b>begin work</b> at assigned time.						
<b>9.</b> Listens carefully, follows instructions, willingly accepts and carries out responsibilities without complaining.						
<b>10.</b> Absences are minimal-does not exceed 10 earned leave days.						
<b>11.</b> Works to support and understand school policy/programs. Follows CN and Board Policies and procedures.						

<b>FACILITY AND EQUIPMENT MANAGEMENT</b>	<b>U</b>	<b>N</b>	<b>M</b>	<b>E</b>	<b>NA</b>	<b>COMMENTS</b>
<b>1.</b> Maintains/assists with keeping equipment and facilities in operable condition.						
<b>2.</b> Follows directives on safety, sanitation, and equipment usage (using manual if necessary)						
<b>3.</b> Assists in maintaining a high sanitation rating.						

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<b>Professional Development</b>	<b>U</b>	<b>N</b>	<b>M</b>	<b>E</b>	<b>NA</b>	<b>COMMENTS</b>
1. Actively participated in training activities.						
2. Is working on certification requirement.						
<b>LIST ACCOMPLISHMENTS TO DATE:</b>						
3. Other professional involvement/training.						

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**Evaluator's Overall Comments:**

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**Employee Comments:**

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