

**(SCHOOL DISTRICT) FOOD SERVICE
TEAM EMPLOYEE EVALUATION FORM**

Name _____

Date _____

Position/ Building _____

1. **Knowledge of Job:** The employee understands what tasks need to be completed in each of the jobs she/he performs. She/He follows food service policies pertaining to that job and helps to keep the description of the job up to date and accurate.

Meets All Expectations

Meets Most Expectations

*Does Not Meet Expectations
(Improvement Needed)*

Comments:

2. **Quality of Work:** The employee performs her/his job in a way that ensures that the food served is hot/cold as directed and is appealing to the customers. She/He completes her/his job tasks so that there is not work left for another team member to finish and follows all food service dept. policies regarding sanitation.

Meets All Expectations

Meets Most Expectations

*Does Not Meet Expectations
(Improvement Needed)*

Comments:

3. **Problem Solving:** The employee takes the initiative to solve potential problems and then keeps the team leader informed on what action she/he took. The employee anticipates what the needs will be for the next day and in some cases beyond. If the employee cannot solve the problem, she/he brings the problem and potential solutions to the team leader in a timely manner.

Meets All Expectations

Meets Most Expectations

*Does Not Meet Expectations
(Improvement Needed)*

Comments:

4. **Work Habits:** The employee gets her/his work completed in the number of hours allotted to the position. She/He works in steps that allow the work to be completed within the timeframe and does not impede other team members from completing their work. She/He keeps her/his work area clean and puts work tools in their proper place when done. The employee is aware of how her/his work habits impact the team.

Meets All Expectations

Meets Most Expectations

*Does Not Meet Expectations
(Improvement Needed)*

Comments:

5. **Communications Skills:** The employee passes information to the team leader and other team members in a way that can be understood. She/He provides input and feedback on job tasks, promotions, customer concerns and work related needs. The employee addresses problems and concerns in a timely manner with the person or people involved in the situation. She/He also listens to and addresses concerns that are brought to her/him.

Meets All Expectations

Meets Most Expectations

Does Not Meet Expectations

(Improvement Needed)

Comments:

6. **Team Work:** The employee recognizes that she/he is part of a team in her/his workplace and she/he shows cooperative work habits that help the team to get the job done. The employee actively contributes to the workload for the daily activities, promotions and marketing efforts. She/He is also an active participant in team meetings.

Meets All Expectations

Meets Most Expectations

*Does Not Meet Expectations
(Improvement Needed)*

Comments:

7. **Customer Service Skills:** The employee treats all customers (students, school staff, food service staff and delivery personnel) with courtesy and respect. She/He addresses their questions and concerns in a timely manner. The employee works with the team leader if she/he is having a conflict with a customer and she/he is not able to solve it on her/his own.

Meets All Expectations

Meets Most Expectations

*Does Not Meet Expectations
(Improvement Needed)*

Comments:

8. **Professional Appearance:** The employee's daily work clothing meets the standard set in the employee handbook. Hair is properly covered and gloves are used over nail polish or jewelry when required.

Meets All Expectations

Meets Most Expectations

*Does Not Meet Expectations
(Improvement Needed)*

Comments:

This employee's primary strengths are:

Focus areas for this employee are:

Additional Comments:

Evaluated by: _____

Date: _____

Employee's Signature _____

Date: _____