



**USD#500 KANSAS CITY, KANSAS PUBLIC SCHOOLS
NUTRITIONAL SERVICES DEPARTMENT
EMPLOYEE EVALUATION**

EVALUATION FOR GENERAL & TECHNICAL ASSISTANTS, PORTERS, SUB DRIVERS & DRIVERS

EMPLOYEE NAME: _____ **I.D. NUMBER** _____

POSITION: _____ **HIRE DATE:** _____

DATE: _____

REASON FOR REVIEW:

- ANNUAL
- PROMOTION
- FOLLOW UP
- END OF THE INTRODUCTORY PERIOD (30 WORKING DAYS)

DIRECTIONS: *Check all sections with the response that best describes the employee's performance in that category. Check "Yes" for compliance or "No" for non-compliance based on the criteria listed. Record comments necessary to substantiate the performance noted, in the space below each section.*

Routinely follows attendance policies				YES	NO
Disability leave	_____ Days missed	Emergency leave	_____ Days missed		
Authorized leave	_____ Days missed	Unauthorized leave	_____ Days missed		
Health Leave	_____ Days missed	Child care leave	_____ Days missed		
Number of No Call / No shows	_____	Number of tardies	_____		
Number left early	_____				

Consistently follows call in guidelines	YES	NO
Regularly follows leave request guidelines	YES	NO
Attends scheduled training sessions	YES	NO
Attends professional development functions	YES	NO
COMMENTS:		

Appearance		
Appropriate uniform	YES	NO
Uniform clean and in good repair	YES	NO
Uses proper hair restraints	YES	NO
Apron clean	YES	NO
Shoes appropriate and clean	YES	NO
Jewelry within department guidelines	YES	NO
Nails are clean and of proper length	YES	NO
Has good personal hygiene	YES	NO
COMMENTS:		

Job Performance		
Accepts new assignments well	YES	NO
Uses time wisely and follows time guidelines	YES	NO
Is able to determine when equipment is not working properly and reports to manager	YES	NO
Takes pride in appearance of work area	YES	NO

Identifies problems and offers solutions	YES	NO
Demonstrates the ability to train new employees	YES	NO
Completes tasks with little or no supervision	YES	NO
Demonstrates knowledge of and follows proper portion control	YES	NO
Can interpret orders per hundred	YES	NO
Ability to follow recipes	YES	NO
Ability to adjust amounts in recipes for the days' production	YES	NO
Serves meal in an appropriate manner. Plate is appealing.	YES	NO
Completes all required paperwork	YES	NO
COMMENTS:		

Behavior		
Observes proper use of breaks (leaves and returns on time)	YES	NO
Uses phone during scheduled break time.	YES	NO
Behavior consistently has positive effect on staff and customers.	YES	NO
Exhibits teamwork through a willingness to help others.	YES	NO
Is often willing to accept help from others.	YES	NO
Expresses concerns in a positive and appropriate manner.	YES	NO
Consistently treats all customers equally in portioning, tolerance, friendliness & courtesy.	YES	NO
Communication with co-workers, faculty & customers is routinely appropriate.	YES	NO
Consistently uses appropriate language.	YES	NO
Does not take action or make decisions without proper authorization.	YES	NO
Follows chain of command.	YES	NO

COMMENTS:

Safety & Sanitation		
Consistently demonstrates safe food handling practices.	YES	NO
Routinely follows established sanitation procedures.	YES	NO
Regularly follows safety procedures to prevent accidents.	YES	NO

COMMENTS:

Cashiers & Account Processors		
Makes change properly.	YES	NO
Work is accurate, rarely makes errors.	YES	NO
Discovers / reports errors in a timely manner.	YES	NO
Ability to take prepayments.	YES	NO
Demonstrates the ability to perform a customer search.	YES	NO
Has the ability to determine a reimbursable meal and a la carte items.	YES	NO
Opens and closes terminal correctly.	YES	NO
Maintains a clean and orderly cashier station.	YES	NO
Register totals are within allowable limits of error.	YES	NO
Completes transactions in a timely manner.	YES	NO
Consistently follows end of day procedures.	YES	NO
Tracks returning deposit slips and confirms amount.	YES	NO
Kidzone / snack totals entered on computer correctly.	YES	NO
Tally sheets for after school snacks turned in on time.	YES	NO

Contacts manager / site manager with adjustment, voids and refunds to request permission for certain transactions.	YES	NO
Reports meal counts accurately and on time.	YES	NO
Controls debit balances.	YES	NO
Uses proper procedures to account for all sales transactions.	YES	NO
COMMENTS:		

Drivers & Porters		
Maintains required drivers license.	YES	NO
Maintains accident / incident free driving record.	YES	NO
Delivers correct number of meals / bulk items.	YES	NO
Insures delivery of special diets, supplies & kidzone snacks.	YES	NO
Maintains clean truck.	YES	NO
Services truck weekly as scheduled.	YES	NO
Is helpful in the kitchens between runs.	YES	NO
Maintains a clean dock, storeroom and walk-in refrigerator or freezer.	YES	NO
Maintains posted speed limit.	YES	NO
Pulls product for the departments or lines in an orderly and timely manner.	YES	NO
Stores product in an orderly and timely manner.	YES	NO
Consistently checks in product insuring it is correct and matches the managers' grocery list & notifies manager of errors.	YES	NO
Rotates product properly.	YES	NO
Routinely stores product properly with all like products stored together.	YES	NO
Completes inventory on time.	YES	NO
COMMENTS:		

OVERVIEW/GOALS:

EMPLOYEE COMMENTS:

Employee Signature: _____ Date: _____

Manager _____ Supervisor _____