

Year in Review for School Food Service Assistants – FY14 SAMPLE

In order to successfully achieve our mission we need to ensure we have efficient and effective communication throughout our department. This form has been created as a communication tool between the School Food Service Manager and the School Food Service Central Office to assist with assessing employee performance for the yearend evaluation. Listing items on this sheet does not guarantee a strength rating on the evaluation and receiving a strength rating is not dependent upon having items listed. If you believe the employee should receive a strength or needs improvement in a particular section, please make sure to write a comment.

Employee's Name: Simone Goode

Date: 3/5/2014

1. Job Knowledge (comments are needed to be considered)		
a. Utilizes appropriate procedures/measures in safety, sanitation, and cash control procedures.	Always	
b. Demonstrates ability to perform duties according to assigned work schedule.	Always	
c. Performs job responsibilities with methods, techniques, and skills required of position	Always	
d. Follows all procedures/policies to include USDA guidelines, meal service and Offer vs. Serve	Usually	
Comments regarding Job Knowledge	Miss Goode knows how to perform every job in the kitchen. This year she learned how to cashier and has filled in when needed. Her drawer is never off by more than 2%. Miss Goode needs to work to improve her knowledge of Offer Vs. Serve at breakfast to ensure all students receive the required components.	
2a. Self Motivation - Strived to succeed		
a. Offers to assume additional responsibilities	Yes	
b. Seeks new opportunities to expand job responsibilities/knowledge	No	
Comments regarding Striving to Succeed	Miss Goode completes jobs as assigned and offers help to coworkers and assists when the manager is absent. This year she has been resistant to learn additional job duties such as operating the pulper.	

2b. Self Motivation - Stretched personal resources	
a. Has employee participated in events to improve personal skills (Adult Education, Workshops, Certifications) if any.	Yes
b. Has employee stepped outside his/her comfort zone to go above and beyond	Yes
Comments regarding Stretching Personal Resources	Miss Goode attended the ServSafe Certification class and participated in the Uniform Committee providing useful input. In addition, Miss Goode assisted the SFS Manager in presenting at The OrganWise Guys assembly.
2c. Self Motivation - Built on strengths and worked on deficiencies	
a. Has employee assisted in training others?	Yes
b. Does employee demonstrate exceptional customer service on a consistent basis?	Yes
c. Did the employee assist in making job duties more efficient?	Yes
d. Did the employee improve job performance to correct deficiencies?	Yes
Comments regarding Building on Strengths and Working on Deficiencies	Miss Goode is always willing to work with new employees. She trained a co-worker in the proper way to complete the Food Temperature Log.
3a. Self Management - Personally well organized	
a. Demonstrates the ability to organize assignments set by work schedule	Always
b. Performs tasks in order of importance.	Always
c. Maintains professional, neat, clean, organized, and uncluttered work environment	Always

Comments regarding Organization	Miss Goode takes pride in keeping her work space clean and organize. She checks her work schedule daily to see if there are any additional assignments.
3b. Self Management - Utilized time effectively	
a. Accomplishes job duties in time allotted	Always
b. When available, uses additional time to assist coworkers	Always
Comments regarding Utilizing Time Effectively	Miss Goode is focused on completing her job and is a valuable team player.
3c. Self Management - - Took independent action	
a. Works independently without close supervision	Usually
b. Solves issues with a proactive approach	Always
c. Recognizes other tasks that need to be completed and takes action	Always
Comments regarding Self Management	Miss Goode recognize when additional food needs to be prepared to ensure all students have all meal options.
4. Adaptability to Change	
a. Accepts additional tasks as requested by food service manager	Always
b. Remains flexible and adapts to unexpected changes with a positive attitude	Always
Comments regarding Adapting to Change	Miss Goode is always willing to perform all duties assigned and at last minute interruptions and/or requests - she steps up!
5a. Interpersonal Effectiveness – Maintains effective working relationships with associates/students	
a. Maintains a positive attitude when working with customers	Always

b. Is respectful of each students needs and differences when addressing the student	Always
c. Maintains a cooperative attitude with coworkers	Always
d. Contributes to the workplace through teamwork	Always
e. Treats everyone fairly	Always
f. Projects a positive and professional image when dealing with the school, department personnel, students, parents, and the public	Always
Comments regarding Maintaining Relationships	Miss Goode is very pleasant and professional in all her interactions. She has an excellent rapport with students, staff and administration.
5b. Interpersonal Effectiveness – Handled conflict well	
a. Uses self control when handling difficult situations	Not Observed
b. Works proactively to avoid/prevent conflict	Yes
Comments regarding Handling Conflict	Miss Goode always portrays a positive professional attitude which helps to avoid conflict situations. She is always willing to help others which makes her a valuable part of the team.
5c. Interpersonal Effectiveness – Presented ideas effectively	
a. Demonstrates effective verbal communication skills	Always
b. Keeps manager apprised of necessary information	Always
Comments regarding Presenting Ideas	Miss Goode had an occasion this year to work a week with a manager intern while the manager was absent. She updated the intern and manager very successfully to allow for a smooth transition.
6. Written and/or Oral Assignments	

a. Adheres to the Dress and Hygiene Code and Commitment to Good Food Safety and Sanitation Practices	Usually
b. Follows oral directions accurately	Always
c. Accurately completes paperwork required of the position in a timely manner	Always
Comments regarding Assignments	Although Miss Goode usually comes to work properly attired, she occasionally wears improper footwear. This was discussed with her in October and she has corrected this behavior.
7. Attendance	
Comments regarding Attendance	Miss Goode has not missed a day of work this year.
8. Punctuality	
Comments regarding Punctuality	Miss Goode is always on time for work.
9. Additional	
Additional Comments	Miss Goode always wears non-slip shoes and safety goggles when required for safely performing a task. She participated in the school's fun fair. She is consistent in her dependability and willingness to work hard. She is a valued member of our team and her reliability is appreciated.