

Year in Review for School Food Service Assistants – FY14

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: [Click here to enter text.](#)

Date: 3/6/2014

1. Job Knowledge (comments are needed to be considered)		
a. Utilizes appropriate procedures/measures in safety, sanitation, and cash control procedures.	Choose an item.	
b. Demonstrates ability to perform duties according to assigned work schedule.	Choose an item.	
c. Performs job responsibilities with methods, techniques, and skills required of position	Choose an item.	
d. Follows all procedures/policies to include USDA guidelines, meal service and Offer vs. Serve	Choose an item.	
Comments regarding Job Knowledge	Click here to enter text.	
2a. Self Motivation - Strived to succeed		
a. Offers to assume additional responsibilities	Choose an item.	
b. Seeks new opportunities to expand job responsibilities/knowledge	Choose an item.	
Comments regarding Striving to Succeed	Click here to enter text.	
2b. Self Motivation - Stretched personal resources		
a. Has employee participated in events to improve personal skills (Adult Education, Workshops, Certifications) if any.	Choose an item.	
b. Has employee stepped outside his/her comfort zone to go above	Choose an item.	

and beyond	
Comments regarding Stretching Personal Resources	Click here to enter text.
2c. Self Motivation - Built on strengths and worked on deficiencies	
a. Has employee assisted in training others?	Choose an item.
b. Does employee demonstrate exceptional customer service on a consistent basis?	Choose an item.
c. Did the employee assist in making job duties more efficient?	Choose an item.
d. Did the employee improve job performance to correct deficiencies?	Choose an item.
Comments regarding Building on Strengths and Working on Deficiencies	Click here to enter text.
3a. Self Management - Personally well organized	
a. Demonstrates the ability to organize assignments set by work schedule	Choose an item.
b. Performs tasks in order of importance.	Choose an item.
c. Maintains professional, neat, clean, organized, and uncluttered work environment	Choose an item.
Comments regarding Organization	Click here to enter text.
3b. Self Management - Utilized time effectively	
a. Accomplishes job duties in time allotted	Choose an item.

b. When available, uses additional time to assist coworkers	Choose an item.
Comments regarding Utilizing Time Effectively	Click here to enter text.
3c. Self Management - - Took independent action	
a. Works independently without close supervision	Choose an item.
b. Solves issues with a proactive approach	Choose an item.
c. Recognizes other tasks that need to be completed and takes action	Choose an item.
Comments regarding Taking Independent Action	Click here to enter text.
4. Adaptability to Change	
a. Accepts additional tasks as requested by food service manager	Choose an item.
b. Remains flexible and adapts to unexpected changes with a positive attitude	Choose an item.
Comments regarding Adapting to Change	Click here to enter text.
5a. Interpersonal Effectiveness – Maintains effective working relationships with associates/students	
a. Maintains a positive attitude when working with customers	Choose an item.
b. Is respectful of each students needs and differences when addressing the student	Choose an item.
c. Maintains a cooperative attitude with coworkers	Choose an item.
d. Contributes to the workplace through teamwork	Choose an item.
e. Treats everyone fairly	Choose an item.

f. Projects a positive and professional image when dealing with the school, department personnel, students, parents, and the public	Choose an item.
Comments regarding Maintaining Relationships	Click here to enter text.
5b. Interpersonal Effectiveness – Handled conflict well	
a. Uses self control when handling difficult situations	Choose an item.
b. Works proactively to avoid/prevent conflict	Choose an item.
Comments regarding Handling Conflict	Click here to enter text.
5c. Interpersonal Effectiveness – Presented ideas effectively	
a. Demonstrates effective verbal communication skills	Choose an item.
b. Keeps manager apprised of necessary information	Choose an item.
Comments regarding Presenting Ideas	Click here to enter text.
6. Written and/or Oral Assignments	
a. Adheres to the Dress and Hygiene Code and Commitment to Good Food Safety and Sanitation Practices	Choose an item.
b. Follows oral directions accurately	Choose an item.
c. Accurately completes paperwork required of the position in a timely manner	Choose an item.
Comments regarding Assignments	Click here to enter text.
7. Attendance	

Comments regarding Attendance	Click here to enter text.
8. Punctuality	
Comments regarding Punctuality	Click here to enter text.
9. Additional	
Additional Comments	Click here to enter text.