

North Kitsap School District

Poulsbo, Washington

PERFORMANCE EVALUATION FOR FOOD/NUTRITION SERVICES

Employee: _____ Title: _____ Location: _____
 Evaluation Type: _____ Probation _____ Annual _____ Other _____
 Date of Evaluation: _____

*** Any area in which "Area for Growth "or Does Not Meet Expectations-Unsatisfactory "is indicated, must be followed by written comments explaining the deficiency and the procedures recommended for helping the individual become effective through self - improvement. ***

<i>JOB PERFORMANCE</i>	<i>Meets Expectations</i>	<i>Area for Growth</i>	<i>Does Not Meet Expectations - Unsatisfactory</i>	<i>N/A</i>
Manages time effectively				
Works calmly, efficiently and safely				
Demonstrates good decision making skills				
Quality of Work- Organized, accomplishes work in scheduled time				
Completes assignments with minimal supervision				
Understands and follows district and department policies and procedures				
Appropriately cares for district property/equipment				
Attends and completes yearly federal training requirements				
Evaluator Comments:				

<i>JOB KNOWLEDGE</i>	<i>Meets Expectations</i>	<i>Area for Growth</i>	<i>Does Not Meet Expectations - Unsatisfactory</i>	<i>N/A</i>
Demonstrates required knowledge and required skills				
Demonstrates required knowledge of Food Safety, HACCP, and Health Department standards				
Performs Person In Charge responsibilities				
Understands and effectively communicates program requirements				
Understands basic knowledge of USDA program requirements				
Evaluator Comments:				

<i>WORK ATTITUDE & INITIATIVE</i>	<i>Meets Expectations</i>	<i>Area for Growth</i>	<i>Does Not Meet Expectations - Unsatisfactory</i>	<i>N/A</i>
Exhibits a "service oriented" approach				
Displays flexibility				
Understands and supports departmental goals as well as the strategies used to attain goals				
Makes decisions appropriate to situation				
Displays self-motivation to achieve job expectations				
Evaluator Comments:				

<i>PERSONAL QUALITIES</i>	<i>Meets Expectations</i>	<i>Area for Growth</i>	<i>Does Not Meet Expectations - Unsatisfactory</i>	<i>N/A</i>
Shows interest and pride in work				
Punctual in terms of job responsibility				
Demonstrates courtesy and tact when dealing with students, building staff, co-workers and the public				
Works collaboratively with others				
Exhibits appropriate grooming and dress for position				
Reports and follows absence/leave policy appropriately and correctly				
Evaluator Comments:				

<i>COMMUNICATION</i>	<i>Meets Expectations</i>	<i>Area for Growth</i>	<i>Does Not Meet Expectations - Unsatisfactory</i>	<i>N/A</i>
Communicates positively with supervisor/lead, employees, parents and community				
Listens attentively				
Maintains confidentiality				
Remains calm and problem solves effectively in high stress situations				
Evaluator Comments:				

<i>SUPERVISORY/LEAD</i>	<i>Meets Expectations</i>	<i>Area for Growth</i>	<i>Does Not Meet Expectations - Unsatisfactory</i>	<i>N/A</i>
Provides leadership, guidance, and workflow coordination to FNS staff				
Evaluator Comments:				

<i>OVERALL RATING</i>	<i>Meets Expectations</i>		<i>Does Not Meet Expectations - Unsatisfactory</i>	

Additional Evaluator Comments:

Employee Comments (Optional):

I certify this report has been discussed with me and I have received a copy. I understand that my signature does not necessarily indicate agreement.

Employee Signature

Date

Supervisor Signature

Date