

# Food Services-Performance Evaluation

## Type of Review:

- Annual performance
- Probationary period performance
- Performance improvement

## Performance Ratings:

Select the rating which best describes the food service worker's level of performance in each standard area and sub-area

- Exemplary (E)  
This rating describes a level of performance which consistently and significantly exceeds acceptable standards of performance. The rating of exemplary indicates the individual's performance exceeds proficient and could serve as a model of practice for others to follow.
- Proficient (P)  
This rating describes a level of performance which fully and consistently meets the acceptable standards of performance. Proficient practice is understood to be fully satisfactory.
- Developing (D)  
This rating describes a level of performance which does not fully and/or consistently meet the acceptable standards of performance. Practice in need of improvement is below that required for proficiency but is not considered unsatisfactory at this time. Improvement is necessary and expected.
- Unsatisfactory (U)  
This rating describes an unacceptable level of performance and is usually given when an individual has not significantly improved their performance following a rating of need improvement. Significant improvement is necessary and expected.

## Standard Areas and Descriptions:

### Standard Area I

#### A. General Quality of Work

Evaluate the degree to which an employee's accuracy, attention to detail, organizational skills, originality, and degree of supervision needed to accomplish tasks and the promptness with which work is completed.

#### B. Attendance and Punctuality

Evaluate the degree to which an employee is punctual, observes prescribed work break/meal periods, and has an acceptable overall attendance record

#### C. Adherence to Proper Procedures

Evaluate the degree to which an employee follows policies and procedures regarding safety, security, other regulations and adheres to school policies and procedures.

#### D. Confidentiality

Evaluate the degree to which the employee consistently and fully maintains confidentiality.

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### **Standard Area II**

A. Initiative and Mindset

Evaluate the degree to which an employee proposes ideas, finds new and better ways of doing things, seeks out new assignments, assumes additional duties when necessary, learns from mistakes, and demonstrates effective effort.

B. Independence

Evaluate the degree to which an employee performs work with little or no supervision.

C. Knowledge

Evaluate the degree to which an employee possesses the practical/technical knowledge required in the position.

### **Standard Area III**

A. Interpersonal Skills

Evaluate the employee's welcomeness, cooperativeness, decision-making skills and ability to handle confrontations.

B. Communication Skills

Evaluate the employee's ability to use language effectively, ability to express ideas clearly and explain concepts to others.

C. Teamwork

Evaluate the employee's ability to work for and with others

### **Evaluation Process**

Each food service employee will receive a rating score in each sub area, an overall rating in each area and a final summary rating from their evaluator.

Any area rated as unsatisfactory shall result in the development of a Performance Improvement Plan. The area(s) rated as unsatisfactory shall be assessed after a three (3) month period. Failure to improve may be considered just cause for termination.

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Any performance area rated as developing in consecutive evaluations shall result in the development of a Performance Improvement Plan. The area(s) rated as developing shall be assessed after a three (3) month period. Failure to improve within this three (3) month period shall result in continued implementation of the improvement plan for an additional two (2) month period. Failure to improve upon completion of the second period of time may be considered just cause for termination.