

VAN BUREN SCHOOL DISTRICT

FOOD SERVICE EMPLOYEE EVALUATION FORM

Name of Employee (Print)

Location (Print)

Date

This evaluation is to be completed by the cafeteria manager in order to have a means of studying the character, habits, abilities, and failure of the food service employee. This is to be discussed with the employee at the time of the evaluation.

A.	GENERAL CHARACTERISTICS	EXCELLENT	GOOD	FAIR	POOR*
	1. Attendance				
	2. Arrives at Work on Time				
	3. Ability to Get-Along with Co-Workers				
	4. Physical Condition				
	5. Knowledge & Performance of Duties				
	6. Initiative				
	7. Ability to Improve				
	8. Dependability				
	9. Ability to Work Unsupervised				
	10. Ability to Follow Directions				
	11. Proper Clean-up After Job				
	12. Ability to Work Well with Students				

Comments:

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B.	PERSONAL CHARACTERISTICS	EXCELLENT	GOOD	FAIR	POOR*
	1. Appropriate Dress				
	2. Clean and Neat				
	3. Hair Clean and Neat				
	4. Clean Shoes				
	5. Personal Pride				
	6. Wears Hair Restraint				

Comments:

C.	PROPER USE AND CARE OF MATERIALS AND EQUIPMENT	EXCELLENT	GOOD	FAIR	POOR*
	1. Mops, Brushes, Brooms, etc.				
	2. Kitchen Equipment				
	3. Chairs and Tables				
	4. Disinfectants and Cleaners				
	5. Knives, Can-openers, etc.				
	6. Dishwasher				
	7. Trays				
	8. Keeps Materials Stored Properly				

Comments:

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D. FOOD PREPARATION	EXCELLENT	GOOD	FAIR	POOR*
1. Appearance of Finished product				
2. Use of Standard Recipes				
3. Works Neatly				
4. Follows Work Schedule				
5. Attentive to Food Quality				
6. Takes Pride in Food Preparation				

Comments:

* If this column is marked, it is mandatory that an explanation be made on the "COMMENTS" section of this form. Give specific details as to what actions the employee needs to take in order to correct this area.

I recommend _____ BE NOT BE retained at present assignment.

Date

Signature of Evaluator

I, _____ have read this evaluation and have had a conference with the evaluator.

Date

Signature of Employee