

Classified Employee Self-Evaluation and Supervisor Evaluation

	Dishwasher	
Employee	Position Title	Date

- 0. Not Applicable or Observed
- 1. Unsatisfactory Performance
- 2. Average Performance

- 3. Expected Performance
- 4. Exceeds Expected Performance

E=Employee
S=Supervisor

E	S	<u>I. Personal Qualities</u>
		Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
		Communicates & works cooperatively with other members of the staff & public.
		Is neat in appearance and dresses appropriately for the position.
		Maintains confidentiality and honesty in performing assigned tasks.

Category Evaluation

	Employee		Supervisor
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E	S	<u>II. Ability to:</u>
		Understand & carry out oral & written directions
		Maintain cooperative relationships with fellow employees & students
		Use independent judgement & decision making
		Willingly substitute for Assistant Cook as needed, in case of illness or other absence.

Category Evaluation

	Employee		Supervisor
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E	S	<u>III. General Duties</u>
		Perform cleaning duties including dishes, trays, equipment, facility and floors, including simple repairs.
		Make written reports, including, but not limited to, Employee Leave, time cards, evaluations, & other needed documentation.
		Instruct student workers as applicable.
		Perform other job related duties as delegated.
		Uses the computer for a daily check.
		Enters data for all required reports in an accurate & timely manner.
		Other duties as assigned.
		Follows District policy/handbook

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E	S	<u>IV. Timeliness</u>
		Turns in time sheet as required.
		Keeps time sheet current.
		Meets deadlines.
		Attends meetings as required.
		Arrives on time and works scheduled hours.
		Manages time properly.

		Notifies the building administrator in event of illness
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1. I feel I have shown development and growth in my position because: (list classes taken, workshops attended, independent study, etc.)

2. Commendations or areas during the last year for which I would like to be recognized are:

3. List areas of participation and/or accomplishment outside the position responsibilities that are job related: (i.e. site councils, committees, task forces, clubs, activities, coaching, etc.) Do not include community or civic activities outside of your job description.

Overall Evaluation

	Employee		Supervisor
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Evaluator's Recommendation for:

- Continued Employment
 Plan of Assistance
 Termination

Comments:

Evaluator's Signature

Date

I have read this appraisal of my performance and discussed it with the evaluator.

Employee's Signature

Date

Statement by employee attached. Yes No