

Classified Employee Self-Evaluation and Supervisor Evaluation

	Assistant Cook	
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Employee

Position Title

Date

0. Not Applicable or Observed

3. Expected Performance

E=Employee

1. Unsatisfactory Performance

4. Exceeds Expected Performance

S=Supervisor

2. Average Performance

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

Category Evaluation

	Employee		Supervisor
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E	S	<u>III. General Duties</u>
		Assists in food preparation & serving
		Assists in cooking tasks
		Assists in preparation of menus

		Assists in ordering necessary ingredients
		Assists in washing dishes & cleaning
		Operates equipment
		Makes written reports as required.
		Complies with high standards of efficiency & sanitation in food preparation
		Instructs student worker as applicable.
		Assists in training new or substitute personnel
		Substitutes for Site Cook and performs all Site Cook duties when asked to do so without altering the menu.
		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
		Arrives on time and works scheduled hours.
		Manages time properly.

		Meets deadlines
		Attends meetings as required

		Notifies the Building Principal in event of illness
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1. I feel I have shown development and growth in my position because: (list classes taken, work- shops 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