

Classified Employee Self-Evaluation and Supervisor Evaluation

	Site Cook	
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
--	----------	------------

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
--	----------	------------

E	S	<u>III. General Duties</u>
		Performs food preparation & serving
		Keeps all school & inventory records
		Maintains awareness of financial status

		Performs cooking tasks
		Performs maintenance & cleaning
		Arranges for ordering, delivery and proper food storage
		Maintains high standards in efficiency & sanitation in food preparation
		Makes written reports as required.
		Operates equipment
		Adjust menus as needed
		Instructs student workers
		Trains substitute personnel in kitchen maintenance & procedures
		Maintain responsibility for petty cash and charge accounts
		Makes electronic requisitions
		Arranges "pool" purchases with Food Service Manager
		Uses the computer for a daily check.
		Enters data for all required reports in an accurate & timely manner.
		Follows District policy/handbook
		Other duties as assigned

Category Evaluation

	Employee	Supervisor
--	----------	------------

E	S	IV. Timeliness
		Turns in time sheet as required
		Keeps time sheet current
		Meets deadlines
		Arrives on time and works scheduled hours.

		Manages time properly.
		Attends meetings as required
		Notifies the building principal in the event of illness

Category Evaluation

	Employee		Supervisor
--	----------	--	------------

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
--	----------	--	------------

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