

### Classified Employee Self-Evaluation and Supervisor Evaluation

	<b>Head Cook</b>	
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	<b><u>I. Personal Qualities</u></b>
		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	<b><u>II. Ability to:</u></b>
		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	<b><u>III. General Duties</u></b>
		Supervises food preparation & serving
		Keeps commodity & inventory records
		Maintains awareness of financial status

		Performs major cooking tasks
		Supervises cleaning
		Arranges for proper food storage
		Maintains high standards in efficiency & sanitation in food preparation
		Makes written reports as required.
		Operates equipment
		Assist in preparation of menus
		Adjust menus as needed
		Instructs student workers
		Supervises & arranges schedules & work routines of other kitchen workers
		Train new personnel in kitchen maintenance & procedures
		Maintain responsibility for petty cash and charge accounts
		Makes electronic requisitions
		Conducts yearly site report in-district
		Arranges "pool" purchases with other Cooks
		Maintains responsibility for assigned portion of Food Service Manager tasks
		Reports to Superintendent
		Follows District policy/handbook
		Uses the computer for a daily check.

		Enters data for all required reports in an accurate & timely manner.
		Other duties as assigned

**Category Evaluation**

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E	S	<b>IV. Timeliness</b>
		Turns in time sheet as required

		Keeps time sheet current
		Meets deadlines
		Attends meetings and trainings as required
		Arrives on time and works schedule hours.
		Manages time properly
		Notifies the Principal in the event of illness

**Category Evaluation**

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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.)

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

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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.

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**Overall Evaluation**

	Employee		Supervisor
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**Evaluator's Recommendation for:**

- Continued Employment  
 Plan of Assistance  
 Termination

Comments:

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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