

### Classified Employee Self-Evaluation and Supervisor Evaluation

	<b>Food Service Coordinator</b>	
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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	<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.
		Functions in a positive attitude where there is pressure, frequent interruptions, & in an atmosphere which may be stressful.

E	S	<b><u>III. Timeliness</u></b>
		Manages time properly.
		Returns requests for information by the date and time specified.
		Attends all meetings as required; attends in a prompt manner & remains throughout the meeting.
		Arrives on time and work scheduled hours.
		Notifies supervisor in the event of illness.
		Promptly informs the Superintendent of problems that need attention.

**Category Evaluation**

	Employee		Supervisor
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**Category Evaluation**

	Employee		Supervisor
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E	S	<b><u>II. General</u></b>
		Completes all reports to ODE
		Maintains all NSLP/SBP records
		Serves as liaison between the District & meal accounting software technician
		Follows District policy/handbook
		Other duties as assigned by the Superintendent

**Category Evaluation**

	Employee		Supervisor
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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**

<input type="checkbox"/>	Employee	<input type="checkbox"/>	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