Canteen Staff Appraisal Form

Canteen Staff Member Name:.....

Date of Appraisal: ……

Other Persons Present for Appraisal……

Question	Response	
Do you have a copy of your Position Description? Comment:	Yes	No
Is this your first Appraisal Comment	Yes	No
On the following scale, how well do you feel you understand your roles and responsibilities?	Low Moderate Good Extremely Good	
What have you found most challenging in your job?		
What skills do you think you need to improve or develop?		
What do you see as the best means of getting these skills?		
How would you rate your overall performance as the Canteen Manager/ Supervisor? (Please review your position description prior to answering this question)		
Are there any areas/responsibilities relating to your position that you would like to see changed?		
Do you have any suggestions for how improvements can be made to the school food service?		
In your opinion, is the equipment supplied for canteen use adequate and in good working condition		