

**SAN JUAN UNIFIED SCHOOL DISTRICT  
FOOD SERVICES PERFORMANCE EVALUATION**

EMPLOYEE NAME	CLASSIFICATION TITLE	LOCATION NAME	DUE DATE
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Type of Evaluation:  Permanent/Annual    5 Month Probationary    11 Month Probationary    Unscheduled  
**Please read instructions on reverse side before completing this form.**

**1. Attendance/Tardiness**

Overall rating for this category:    Exceeds Standards    Meets Standards    Approaching Standards    Below Standards (**See Instructions\*\***)

Exceeds Standards:

In addition to meeting standards, the employee is rarely absent.

Meets Standards:

- Always notifies the Food Service Office in a timely manner if intending to be absent or late to work.
- Good observance of work hours, schedules; minimal absences from work.
- Turns in absence reports in a timely manner.

Below Standards:

- Frequently fails to notify the Food Service Office if intending to be absent or late to work.
- Frequently absent or late to work.
- Fails to turn in absence reports in a timely manner.

Remarks/Recommendations: \_\_\_\_\_

**2. Work Responsibilities:** Effective use of time, meeting deadlines, complying with rules, policies and verbal, written instructions. Care of equipment and work stations. Working without close supervision.

Overall rating for this category:    Exceeds Standards    Meets Standards    Approaching Standards    Below Standards (**See Instructions\*\***)

Exceeds Standards:

- Complies with all work rules and policies. Always follows written and oral directions.
- Takes excellent care of food service equipment and utensils. Work station always clean and orderly.
- Requires minimum direction/supervision, highly resourceful, self reliant; takes steps to accomplish tasks without being asked.
- \*Effectively coordinates/directs the overall food preparation, serving and clean-up of the work station and takes corrective action without direction (satellite food service worker only).
- \*Possesses strong leadership qualities and effectively instructs/trains food service workers and student helpers (satellite food service worker only).
- \*Consistent and timely in completion and organization of records, work orders and documents (satellite food service worker only).

Meets Standards:

- Generally observes work rules and policies. Generally complies with written and oral directions.
- Takes adequate care of food service equipment and utensils. Work station in general meets the job requirement.
- Requires normal supervision and direction, will perform any work related duties.
- \*Satisfactorily coordinates/directs the overall food preparation, serving and clean-up of the work station (satellite food service worker only).
- \*Adequately instructs/trains food service workers and student helpers (satellite food service worker only).
- \*Satisfactorily organizes records, work orders and documents (satellite food service worker only)

Below Standards:

- Does not comply with work rules and policies. Has difficulty understanding and following written and oral instructions.
- Does not demonstrate respect or care for food service equipment, utensils or work station.
- Requires close supervision, does not always complete assigned tasks.
- \*Fails to consistently coordinate/direct the overall food preparation, serving and clean-up (satellite food service worker only).
- \*Fails to effectively instruct/train food service workers and student helpers (satellite food service worker only).
- \*Fails to keep accurate records, work orders and documents (satellite food service worker only)

Referrals/Recommendations: \_\_\_\_\_

**\* Refers to satellite food service workers only.**

Employee Name \_\_\_\_\_

**3. Human Relations:** Public and pupil contact; employee contacts and interaction.

Overall rating for the category:  Exceeds Standards  Meets Standards  Approaching Standards  Below Standards **(See Instructions\*\*)**

Exceeds Standards:

- Always works cooperatively with others.
- Actively promotes good relations even in difficult situations.
- Consistently interacts and communicates well with administrators, supervisors and staff

Meets Standards:

- Generally works cooperatively with others.
- Gets along with co-workers, staff and public
- Generally interacts and communicates effectively with administrators, supervisors and staff

Below Standards:

- Is frequently uncooperative. Receives complaints from administrators, staff and/or public.
- Displays a negative attitude towards administration, staff, co-workers and/or public.
- Fails to effectively communicate or interact with administrators, supervisors or staff.

Remarks/Recommendations: \_\_\_\_\_

**4. Quality of Work:** The accuracy and thoroughness with which work meets district standards; job skill level; work judgments; effectiveness under stress.

Overall rating for this category:  Exceeds Standards  Meets Standards  Approaching Standards  Below Standards **(See Instructions\*\*)**

Exceeds Standards:

- Quality of work consistently exceeds food preparation, serving and clean-up standards.
- Consistently makes sound decisions in any situation.
- Exhibits a high level of skill even under pressure.

Meets Standards:

- Quality of work meets food preparation, serving and clean-up standards.
- Makes decisions that are appropriate to the situation
- Performs satisfactorily under pressure.

Below Standards:

- Quality of work fails to meet food preparation, serving and clean-up standards.
- Uses poor judgment/makes inappropriate decisions
- Has difficulty performing satisfactorily under pressure

Remarks/Recommendations: \_\_\_\_\_

**5. Quantity of Work:** Does the amount of work produced meet district standards for work assignments?

Overall rating for this category:  Exceeds Standards  Meets Standards  Approaching Standards  Below Standards **(See Instructions\*\*)**

Exceeds Standards:

- Quantity of work consistently exceeds standards for work assignments.

Meets Standards:

- Quantity of work meets standards for work assignments.

Below Standards:

- Fails to complete work assignments.

Remarks/Recommendations: \_\_\_\_\_

Overall Evaluation: (Check overall performance) <input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Approaching Standards <input type="checkbox"/> Below Standards ( <b>See Instructions**</b> )
For Probationary Employees Only: I recommend this employee for continuing employment: <input type="checkbox"/> Yes <input type="checkbox"/> No
(If "NO", contact Director, Classified Personnel immediately)

Supervisor Comments:	Employee Comments:
Rater's Signature: _____ Title: _____ Date: _____ Reviewer's Signature: _____ Title: _____ Date: _____	Employee: I certify this report has been discussed with me. I understand my signature does not necessarily indicate agreement and that I may prepare a written response which will be attached to this evaluation in my personnel file. Signature: _____ Date: _____

Copy 1: Classified Personnel Copy 2: Supervisor/Department Copy 3: Employee

### INSTRUCTIONS FOR USE OF THE PERFORMANCE APPRAISAL REPORT

The observation and evaluation of an employee's work performance are two of the primary responsibilities of any person who supervises or directs other employees. The effective communication of this evaluation to the employee is essential. When used thoughtfully and carefully, this form is intended to aid the employee and the supervisor in arriving at an understanding of the employee's performance in a given position. This evaluation will become part of the employee's personnel file and will be considered in decisions involving promotion and transfer.

**PROBATIONARY EMPLOYEES:** The probation period is the final and most important step in the selection process. It is crucial that probationary employees meet or exceed district performance standards in order to be recommended for permanent status. Probationary employees may be released at any time during their first year of service without appeal, if in the judgment of the supervisor, dismissal is in the best interests of the district. If a decision is made to release a probationary employee, the Director of Classified Personnel should be contacted immediately, and it is critical that time lines for evaluation be observed.

#### BEFORE YOU BEGIN:

1. Understand thoroughly the duties and requirements of the position to be evaluated.
2. Use a process of objective reasoning – for example, don't allow your own personal likes or dislikes of certain mannerisms or aspects of personal appearance affect your assessment of work performance.
3. Don't assume that excellence in one category implies excellence in all categories – rate the employee's performance objectively on each category on the rating form.
4. Consider unusual circumstances such as employees you have observed for less than six weeks, employees whose performance has slipped as a result of temporary ill health or other unavoidable conditions. In all unusual circumstances, evaluate the work performance, but comment fully to indicate related reasons.

#### GENERAL:

1. This form is to be used for food service workers, cooks, and satellite food service workers only.
2. All signatures must be in ink. Changes and corrections must be initialed by the employee.
3. Use the spaces for comments – thoughtful comments give the most complete picture of the employee's performance and also make the evaluation more meaningful to the employee. If space for comments is inadequate, similarly dated and signed attachments may be made. Ratings other than "meets standards" require comments.
4. Due dates must be observed and are particularly important for final probationary reports.
5. Unscheduled reports may be filed at any time and are an excellent way of commending outstanding performance or documenting unsatisfactory performance.
6. All performance evaluation reports in an employee's personnel file may be reviewed when an employee is considered for transfer or promotion.

**CATEGORIES 1 THROUGH 5:** Choose the phrase which is most descriptive of the employee's performance. Place an X in the appropriate space. Ratings other than "meets standards" require comments. **\*\*Below standard" rating must be discussed with employees sufficiently prior to evaluation to allow time to effect changes necessary to meet standards. Deficiency areas must be documented at this time with specific recommendations for improvement and must be attached to this performance evaluation if it notes such deficiencies.**

**GENERAL COMMENTS:** This section may be used for general comments by both the supervisor and the employee. Communication is a "two-way" process, and employees should be encouraged to provide comments or suggestions.

**OVERALL EVALUATION:** Check the overall performance here, taking into account all factors and total performance over the full period of service being evaluated.

Exceeds Standards: Total performance is well above normal standards for the position.

Meets Standards: Consistently competent performance meeting or somewhat above standards.

Approaching Standards: Reflects performance where minor deficiencies are noted, or where performance requires minor growth/development.

Below Standards: Performance periodically or regularly falls short of normal standards in some areas. **\*\* "Below standard" rating must be discussed with employees sufficiently prior to evaluation to allow time to effect changes necessary to meet standards. Deficiency areas must be documented at this time with specific recommendations for improvement and must be attached to this performance evaluation if it notes such deficiencies.**

**SIGNATURES:** Both the rater and the employee shall date and sign the report. The employee's signature indicates the conference has been held and that he/she has had an opportunity to read the report. If he/she refuses to sign for any reason, explain that his/her signature does not necessarily imply or indicate agreement with the report, and that the employee's written response may be attached to the evaluation. Further refusal to sign shall be recorded.