

## Kitchen Staff Evaluation

Employee: Sally Jones

Date: 02/15/2011

Evaluation Period: FY11

Evaluator: Bill Craig

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### Preparation and Training

Mrs. Jones consistently demonstrates appropriate foundation skills for kitchen staff. Standard operating procedures and food preparation guidelines are followed routinely. When new equipment, recipes, or processes are added to the expectations for the kitchen staff, Mrs. Jones attends the appropriate training sessions and integrates the concepts learned into the daily operational routine as directed. When novel situations emerge, Mrs. Jones had demonstrated good judgement in seeking help or clarification.

#### Performance Indicators

- Demonstrated appropriate skill in the use of kitchen machinery and equipment.
- Demonstrated appropriate skill in the preparation of required recipes.
- Demonstrated appropriate skill and good judgement in following district custodial guidelines.
- Attended required training and integrated new procedures into daily routine as directed.
- Sought help and asked questions appropriately when confronted with novel situations.

### Daily Performance

Mrs. Jones demonstrates a clear understanding of the work that must be performed on each duty shift in the kitchen area. An appropriate quantity of work is normally completed in the allotted time, and the quality of that work is typically good. Mrs. Jones works well with minimal supervision once directions have been given and typically demonstrates appropriate flexibility to accommodate non-routine situations that emerge during the duty shift while completing assigned daily tasks.

#### Performance Indicators

- Completes an appropriate amount of work in the allotted time.
- Quality of completed work is high.
- Works well with minimal supervision once instructions are given.
- Handles non-routine situations appropriately while completing assigned daily tasks.

### Workspace Management

Mrs. Jones consistently demonstrates good workplace awareness and technique. All safety protocols for the operation of kitchen machinery and equipment are followed routinely. Required sanitary procedures are routinely observed before, during, and after the lunch service period. Mrs. Jones generally manages time well and prioritizes tasks consistent with district expectations. Excessive or inappropriate absences have not been a problem.

#### Performance Indicators

- Observes established safety protocols when using kitchen machinery and equipment.
- Observes established safety protocols when preparing assigned recipes.
- Manages time well to complete assigned tasks as scheduled.
- Prioritizes non-routine tasks for completion consistent with district expectations.
- Routinely follows approved sanitary procedures while handling food items.
- Maintains an appropriately clean work area before, during, and after the student lunch period.

**Essential Behaviors**

Mrs. Jones has been dependable and reliable in the performance of assigned duties. Consistently punctual, Mrs. Jones has maintained a good record of attendance and has earned a reputation as a good worker who perseveres to complete assigned tasks. Mrs. Jones appears to have a good working relationship with other employees, our students, and the public that visits our school.

**Performance Indicators**

- Demonstrates dependability.
- Demonstrates reliable consistency in the performance of assigned duties.
- Is consistently punctual for assigned duty shifts.
- Maintains solid record of attendance with absences only for approved reasons.
- Maintains good working relationship with other employees.
- Demonstrates appropriate relationship with students.
- Demonstrates appropriately helpful relationship with visitors to the school.

**Commendations**

Mrs. Jones has taken work seriously during this evaluation period. Attentive during training sessions, Mrs. Jones has integrated concepts taught into the daily operational routine. Mrs. Jones has been an important member of the kitchen staff that serves this school.

**Recommendations**

1. Attend leadership workshops as assigned to improve your advancement potential.
2. You have many good ideas. Consider contributing to the employee suggestion program to improve daily efficiencies.

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**Bill Craig**  
**Principal**

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**Date**

I have discussed the information contained in this document with my supervisor and was given the opportunity to ask questions about its content.

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**Employee**

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**Date**