

**Cook Evaluation Form**

**Employee Name:** \_\_\_\_\_

**Evaluation Period:** \_\_\_\_\_

**Ranking Instructions:** For each of the following areas, give the employee a score of 1-5 to indicate how strong you think the employee's skill is. Use the Comments section to discuss all items which you rank a 3 or lower.

- 5 - Has mastered this area and could teach others.
- 4 - Is strong in this area, but could improve.
- 3 - Is average in this area.
- 2 - Is below average in this area and could learn more about this.
- 1 - Need help with this to be more effective.

**General Work Habits:**

- \_\_\_\_\_ Arrives on time
- \_\_\_\_\_ Reliable in attendance; gives ample notice for absences
- \_\_\_\_\_ Follows menu and utilizes listed ingredients
- \_\_\_\_\_ Ensures that meals are served at CACFP approved times
- \_\_\_\_\_ Alert in health and safety matters
- \_\_\_\_\_ Maintains an up to date allergy list for all enrolled students
- \_\_\_\_\_ Knows and follows CACFP guidelines
- \_\_\_\_\_ Maintains cleanliness in all areas
- \_\_\_\_\_ Rotates dry, canned and frozen food items to ensure all items are utilized in a timely manner
- \_\_\_\_\_ Has no documented violations from Environmental Health Department
- \_\_\_\_\_ Comes to work with a positive attitude
- \_\_\_\_\_ Looks for ways to improve the program
- \_\_\_\_\_ Remains calm in a tense situation
- \_\_\_\_\_ Completes menu production records accurately and on time
- \_\_\_\_\_ Orders only creditable food items and adheres to budget

**Professional Development, Attitude, and Efforts**

- \_\_\_\_\_ Takes job seriously and seeks to improve skills
- \_\_\_\_\_ Participates in workshops, classes, groups
- \_\_\_\_\_ Shows improvement in areas on which they have received training
- \_\_\_\_\_ Uses new instructional strategies
- \_\_\_\_\_ Is self-reflective with goals for ongoing development

**Comments:** \_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_

**Attitude and Skills with Co-Workers**

- \_\_\_\_\_ Is friendly and respectful with others
- \_\_\_\_\_ Strives to assume fair share of work
- \_\_\_\_\_ Offers and shares ideas and materials
- \_\_\_\_\_ Communicates directly and avoids gossip
- \_\_\_\_\_ Approaches criticism with a learning attitude
- \_\_\_\_\_ Looks for ways to be helpful
- \_\_\_\_\_ Conversations relate to the work at the center and not personal information
- \_\_\_\_\_ Works as a team player, completing job tasks in a timely manner

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*We have discussed and agreed upon this evaluation. Date:* \_\_\_\_\_

\_\_\_\_\_  
*Officer Signature*

\_\_\_\_\_  
*Staff Signature*

*A digital copy of this form is to be uploaded to the Employee's 'File Cabinet' in Procare. The original is to be placed in the employee's file. A copy may be given to the employee.*

*\*Evaluation periods are 30 days, 90 days, and 6 months after date of hire. After 6 months, evaluations are to be performed each anniversary date.*