

**WAKULLA COUNTY SCHOOL BOARD ANNUAL
PERFORMANCE APPRAISAL
SCHOOL FOOD SERVICE WORKER**

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Perform duties assigned by the Manager.
2. Prepare and serve food and clean areas and items assigned by the Manager.
3. Assist with receiving and storing food and other supplies.
4. Serve in any capacity, which may be necessary.
5. Take proper care of equipment and facilities.
6. Demonstrate proper health and sanitation practices.
7. Serve on cafeteria line as assigned.

Source Code (Circle Choices)	A. Direct Documentation	B. Indirect Documentation	C. Training Programs Competency Acquisition	D. Evaluatee Provided	E. Confirmed Observation
Rating Code (Circle One)	Outstanding 30	Exemplary 28	Effective 26	Needs Improvement 18	Unsatisfactory 0

2. INTER / INTRA-AGENCY COMMUNICATION AND DELIVERY

Category Definitions

8. Communicate well with Manager.
9. Communicate effectively with students, staff and administration.
10. Observe all safety rules and report any accident to the Manager

Source Code (Circle Choices)	A. Direct Documentation	B. Indirect Documentation	C. Training Programs Competency Acquisition	D. Evaluatee Provided	E. Confirmed Observation
Rating Code (Circle One)	Outstanding 16	Exemplary 14	Effective 12	Needs Improvement 6	Unsatisfactory 0

3. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

11. Participate in ongoing inservice programs.
12. Work independently or as a team member.
13. Work cooperatively with students and co-workers.
14. Display a pleasant attitude toward students.
15. Report to work punctually and regularly.
16. Follow all school and food service policies.
17. Follow directions and/or instructions.
18. Follow attendance, punctuality and proper dress rules.
19. Obtain and maintain School Nutrition Association Certification.

Source Code (Circle Choices)	A. Direct Documentation	B. Indirect Documentation	C. Training Programs Competency Acquisition	D. Evaluatee Provided	E. Confirmed Observation
Rating Code (Circle One)	Outstanding 18	Exemplary 16	Effective 14	Needs Improvement 7	Unsatisfactory 0

4. SYSTEM SUPPORT

Category Definitions

- 20. Assist in preparing all required reports and maintaining all appropriate records.
- 21. Represent the School Board in a positive manner.
- 22. Support/attend local association meetings and related functions.
- 23. Keep records as specified by the Manager.
- 24. Perform other incidental tasks consistent with the goals and objectives of the District and this position.

Source Code (Circle Choices)	A. Direct Documentation	B. Indirect Documentation	C. Training Programs Competency Acquisition	D. Evaluatee Provided	E. Confirmed Observation
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Rating Code (Circle One)	Outstanding 18	Exemplary 16	Effective 14	Needs Improvement 7	Unsatisfactory 0
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5. WORKSITE SERVICE STANDARDS

Control Dimension

Does the employee that you are evaluating . . .

- Take the initiative ... looks to see what needs to be done and then jumps in to get it done (even if it is not their specific job)
- Have a neat, clean appearance
- Communicate with people in a pleasant, positive manner
- Get along well with other people ... co-workers, students, teachers, manager
- Work positively with others to accomplish a task ... team work
- Arrive to work on time
- Follow directions
- Be counted on to do whatever it takes to get the job done (dependable)
- Organize and use a system for completing assigned tasks
- Produce a quality food item or present the food in such a manner that children will want to eat

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Rating Code (Circle One)	Outstanding 18	Exemplary 16	Effective 14	Needs Improvement 7	Unsatisfactory 0
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