

**ISSAQUAH SCHOOL DISTRICT  
FOOD SERVICE  
Evaluation**

<b>Name:</b>	<b>Position:</b>	
<b>Hours Assigned:</b>	<b>Building:</b>	
<b>Evaluation Date:</b>	<b>Annual</b>	<b>Other</b>

**Evaluator: Mark one box in each area that summarizes your evaluation.**

The purpose of this evaluation is to provide the employee with feedback regarding his/her work performance as related to the duties and responsibilities of the position. This evaluation also provides an opportunity to formally recognize outstanding achievement, areas for growth and areas where the employee must improve in order to be successful in the position. The evaluator and employee may also note specific goals and ways of achieving those goals. Evaluator will review the job description with the employee.

The following performance ratings will be used to evaluate each section:

- O**     Outstanding Job Performance – Work performance is outstanding compared to the performance requirements of the position.
  
- S**     Satisfactory Job Performance – Work performance consistently meets the requirements of the position.
  
- A**     Area for Growth – Work performance periodically falls below the requirement of the position. Documentation **MUST** be included on or attached to the Comments section to substantiate this rating.
  
- U**     Unsatisfactory – Work performance is inadequate and does not meet the requirements of the position. A performance improvement checklist will be prepared and employee and evaluator will meet and review performance. Documentation **MUST** be included in or attached to the Comments section to substantiate this rating.
  
- NA**    The specific section is not applicable to the position

**NOTE: Evaluator is encouraged to acknowledge outstanding job performance in specific sections under additional comment sections.**

JOB PERFORMANCE - DEPENDABILITY					
	O	S	A	U	NA
1. Demonstrates regular attendance and punctuality. 2. Follows district/department/building policies and procedures. 3. Performs effectively and appropriately under stress. 4. Exercises good judgment. 5. Assumes responsibility, completes tasks in a timely manner with little or no supervision. 6. Effectively plans and organizes work and work area. 7. Organizes work efficient, effective and timely completion.					
<div style="display: flex; justify-content: space-between;"> <div style="width: 65%;"></div> <div style="width: 30%; border: 1px solid black; padding: 5px;"> <b>Comments:</b>        </div> </div>					

JOB KNOWLEDGE					
	O	S	A	U	NA
1. Possesses and applies necessary knowledge and skills appropriate for the position. 2. Uses/maintains job specific equipment proficiently, appropriately and safely. 3. Demonstrates working knowledge of district/department/building policies and procedures. 4. Obtains needed facts. (Menu. Recipes, equipment operation)					
	Comments:				

HUMAN RELATIONS					
	O	S	A	U	NA
1. Interacts professionally & effectively with the public, other agencies, students and staff. 2. Understands relationship to others in the work area. 3. Contributes to a pleasant work atmosphere. 4. Cooperative, enthusiastic, friendly, helpful. 5. Gets along well with others, tactful, diplomatic.					
	Comments:				

FOOD PRERARATION & SERVICE					
	O	S	A	U	NA
1. Addresses problems and building/department needs effectively. 2. Adapts well to new conditions and change. 3. Takes pride in preparing and/or serving tasty and attractive meals.					
	Comments:				

PERSONAL AND PROFESSIONAL GROWTH					
	O	S	A	U	NA
1. Exhibits leadership and a professional attitude. 2. Exhibits job enthusiasm and encourages and supports staff participation. 3. Clean, neat uniform and shoes, well groomed.					
	Comments:				

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

EVALUATOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Note: Signature indicates that the employee has read and discussed this evaluation; however, it does not necessarily constitute agreement with the contents of the evaluation. Employee will have five working days from the date of the evaluation to provide his/her written comments.

Original to Personnel

Copy to Evaluator

Copy to Employee