

## LONGVIEW INDEPENDENT SCHOOL DISTRICT

### Child Nutrition Performance Evaluation Form

<b>Employee Name (Print):</b>	<b>Employee ID #:</b>	<b>Evaluator Name (Print):</b>
<b>Evaluation Period:</b>  <b>From:</b> _____ <b>To:</b> _____	<b>Job Title:</b>	<b>Department/Campus:</b>

Rating Scale:

<b>4 = Exceeds Expectations</b>	Employee performs most tasks in an exceptional manner
<b>3 = Meets Expectations</b>	Employee performs many tasks well; other tasks performed adequately
<b>2= Below expectations</b>	Employee performs tasks below established standards
<b>1 = Unsatisfactory</b>	Employee consistently performs tasks below established standards
<b>N = Not Applicable</b>	Not required or observed as part of duties or responsibilities

The criteria below are local performance expectations that may be considered as part of the letter of reasonable assurance extension for the ensuing year. The supervisor should rate each criterion according to the guidelines above. Any area rated below "Proficient" should be supported with written comments or objectives. Supplemental documentation supporting the rating should be attached.

EVALUATION OF PERFORMANCE		<input type="checkbox"/> Annual _____ Date	<input type="checkbox"/> Other _____ Date								
<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N</b>		<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Works well with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintains student discipline when needed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates a positive attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Responds promptly to work order requests
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates flexibility to change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Follows verbal and written instructions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communicates effectively and professionally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Determines necessary tools and materials to complete tasks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Displays initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Follows safety guidelines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates Customer Service Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates appropriate job knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintains sanitation card
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Performs assigned duties in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Follows punctuality guidelines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attends meetings and staff development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Follows attendance guidelines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintains neat and orderly work areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Follows dress and appearance guidelines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Uses, maintains and stores work material/equipment properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintains confidentiality
<b>EVALUATOR'S COMMENTS/OBJECTIVES:</b>											
<b>EMPLOYEE'S COMMENTS:</b>											

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

My signature indicates this report has been discussed with me. I also understand my signature does not necessarily indicate agreement, and that I have 10 working days to prepare a written response that will be attached to this evaluation. I am aware this evaluation review will be placed in my personnel file.

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date