

Haysville USD #261
Employee Performance Review
Kitchen Manager

EMPLOYEE INFORMATION

Employee Name

Location

Job Classification

Evaluator Name

REVIEW GUIDELINES

Directions:

As with any evaluation process, the intent is to provide information that will enable the employee to improve job performance. Individuals needing to improve in an area shall be given specific information as to the reasons why improvement is needed and time to correct any deficiencies.

Check one rating for each function. The evaluator may comment on any marking but functions marked "Marginal" or "Unsatisfactory" shall include suggestions for improving performance.

Complete this Employee Evaluation using the following scale:

Outstanding – Performance is so successful at this element of your job that special note should be made.

Very Good – Performance at this level is consistently better than average.

Satisfactory – Performance is at or above the standards required.

Marginal – Performance is somewhat below the minimum standard for this element of your job. There appears to be, however, potential and the willingness to improve.

Unsatisfactory – Performance on this element of your job is well below the standards and potential and/or willingness to meet the minimum standards is not immediately apparent.

REVIEW OF ESSENTIAL JOB FUNCTIONS

1. Account for all money daily to provide accuracy in dealing with assets within the food service department.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

2. Perform monthly inventory of food to provide an accurate accounting within the food service kitchen.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

3. Complete monthly government reports and implement local and governmental policies and regulations necessary to receive government reimbursement to ensure that the district is abiding by all local and state government requirements.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

4. Direct and assign food service personnel to achieve work assignment standards; plan, recommend hiring and dismissal of employees, coordinate, assign jobs, and evaluate each food service employee to achieve an efficient work environment within the food service kitchen.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

5. Provide direction and training for food service employees for the purpose of conveying information relative to job functions.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

6. Schedule, coordinate and help prepare menus and meals for feeding students and other personnel as required to provide the highest quality of service.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

7. Keep records and account for all meals served; perform quality control of food to ensure accuracy within the food service department.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

8. Maintain a satisfactory inventory of appropriate food supplies and condiments and place all food orders for menu purchases to ensure an adequate supply of food within each food service kitchen.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

9. Maintain cleanliness of equipment and kitchen to ensure a sanitary work environment.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

10. Operate all equipment appropriately as required for the purpose of ensuring a safe and effective work environment.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

11. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned to ensure that all activities are completed in a timely fashion.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

12. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

13. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

COMMENTS AND SIGNATURES

Evaluator Comments:

Employee Comments: _____

I have discussed this performance evaluation with the employee.

Evaluator's Signature

Date

I have reviewed this performance evaluation.

Administrator's Signature

Date

I have read this evaluation of my performance and discussed it with my evaluator.

Employee's Signature

Date