

CAFETERIA EVALUATION

Name _____

Period from _____ to _____

I. Performance Appraisal (rate each item by selecting the phrase or phrases that most closely describe the employees actual work performance).

1. Job Performance

a. Menu Planning

- _____ Able to perform all work well
- _____ Able to perform most of the work
- _____ Able to perform most of the routine work
- _____ Unacceptable performance
- _____ Needs more training and experience

b. Procurement of Supplies

- _____ Able to perform all work well
- _____ Able to perform most of the work
- _____ Able to perform most of the routine work
- _____ Unacceptable performance
- _____ Needs more training and experience

c. Maintenance of Facilities and Equipment

- _____ Able to perform all work well
- _____ Able to perform most of the work
- _____ Able to perform most of the routine work
- _____ Unacceptable performance
- _____ Needs more training and experience

d. Record Keeping

- _____ Able to perform all work well
- _____ Able to perform most of the work
- _____ Able to perform most of the routine work
- _____ Unacceptable performance
- _____ Needs more training and experience

e. Food Preparation and Service

- _____ Able to perform all work well
- _____ Able to perform most of the work
- _____ Able to perform most of the routine work
- _____ Unacceptable performance
- _____ Needs more training and experience

2. Ability to Improve

- _____ Has mastered all duties of the position and still has the capacity to do more
- _____ Has mastered most of the duties and still has the capacity to do more
- _____ The routine work is the best that can be done and it causes trouble sometimes.
- _____ Lacks ability to perform the work required by this position

3. Quantity of Work

- _____ Self-starter – makes above outstanding use of work time
- _____ Makes average use of work time and achieves average quantity of work
- _____ Has difficulty in organizing time in order to produce acceptable quantity or work. Has to be told what to do most of the time
- _____ Needs prodding so work time will be productive

4. Quality of Work

- _____ Work is outstanding, rarely find items that need improvement
- _____ Work is above average, rarely find examples that have been skipped or neglected
- _____ Quality of daily and periodic work is average
- _____ Weekly checks are necessary
- _____ Daily checks are necessary

5. Attitude Toward Work

- _____ Respects the school and their position in the organization
- _____ Appreciates help and criticism
- _____ Just another job – sometimes has a negative attitude
- _____ Downgrades the school and many of the employees

6. Initiative

- _____ Develops workable solutions to most problems on his/her own but keeps supervision informed
- _____ Develops solutions to problems
- _____ Relies on others but follows suggestions
- _____ Little evidence of initiative noticed during working hours

7. Confidentiality

- _____ All seen or overheard school matters are held confidential
- _____ Has repeated and shared confidential matters.
- _____ Repeatedly shares confidential matters.

8. Loyalty

- Always talks about the school in a positive way
 - If others insist, he will talk about the school in positive terms
 - Inclined to be one-sided and negative about the school.
 - Critical of the school
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9. Interpersonal Skills

- Gets along with others
 - Quiet but gets along with others
 - Talker but seems to get along with others
 - Creates some feeling against self
-

10. Work Production

- Excellent work production
 - Average work production
 - Below average work production
 - Unacceptable work production
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11 Attendance

- Perfect attendance
 - Average attendance
 - Poor attendance
 - Significant illness impacted attendance this year
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12. Accident Prevention

- Sets a good example in safe work habits and encourages others to do the same
 - Works safely most of the time
 - Talks a lot about safety but doesn't do much about it
 - Doesn't take chances but shows little interest in accident prevention
 - Takes chances
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13. Physical Makeup

- Accomplishes work with energy to spare
 - Accomplishes work easily
 - Accomplishes work
 - Appears tired most of the time
 - Complains that work is too hard and the job is too large
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14. Cooperation

- Always does a little more than is asked
 - Always does what is asked
 - Seldom voices objections
 - Is argumentative
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15. Security

- Locks doors and turns off lights
 - Locks doors and turns off lights most of the time
 - Locking doors and turning off lights is a problem
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II. General Comments

Overall rating Exceeds Satisfactory Unsatisfactory

(DATE)

(SIGNATURE OF SUPERVISOR)

This work appraisal has been discussed with me by my Supervisor.

(Signature of Employee)

(Date)