

**FOOD SERVICE DRIVER/WORKER
Summative Appraisal Form**

Name _____

Location _____

Appraisal Period: From _____ to _____

Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

JOB PERFORMANCE STATEMENTS

Major Responsibilities

- ____ 1. Opens crates and other containers using hand tools to unpack items received. Inspects shipments for damage and defects.
- ____ 2. Transports food and supplies amongst campuses in a district vehicle. Responsible for accurate delivery of food and supplies as well as the condition of food and supplies.
- ____ 3. Unloads and moves food items, supplies, and/or equipment to various locations manually and by operating mechanical equipment, including forklift, pallet jack, or handcart. Sorts and stores items according to established procedures.
- ____ 4. Drives truck to various locations to deliver food supplies and equipment. Loads and unloads delivery truck by hand or by use of handcart. Obtains authorized signature for supplies requested.
- ____ 5. Assists with serving food according to meal schedules, departmental policies, and procedures.

COMMENTS: _____

Safety

- ____ 6. Follows established safety procedures and techniques to perform job duties including lifting, carrying, locking bed of delivery trucks at all times, etc. Corrects unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.

- ____ 7. Follows established hazardous chemical (Material Safety Data) guidelines and requirements; reports any accidents or injury to the supervisor.
- ____ 8. Reports needed repairs on vehicles and equipment by following established inspection procedures.

COMMENTS: _____

Other

- ____ 9. Responsible for maintaining a clean work area and maintains assigned vehicle (e.g., fluid levels, fueling, cleaning, tire pressure, etc.) to ensure safe operation of vehicle and sanitation of transported food items.
- ____ 10. Keeps informed of and complies with district policies and regulations concerning primary job functions, working hours and district warehouse calendar.
- ____ 11. Maintains a professional code of ethics and performs other duties as assigned.

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success?

Summative Conference Comments:

Recommendation of Evaluator: I have read and received a copy of this evaluation. I have reviewed this instrument.

- ____ Renewal and/or Extension of Assignment
- ____ Non-renewal of Assignment
- ____ Termination of Assignment
- ____ Non-extension of Assignment

 Administrator's (Print Name) _____
 Date

 Administrator's (Signature) _____
 Date

 Employee's Signature _____
 Date