

**FOOD SERVICE 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

Food Preparation and Serving

- ____1. Assists in preparing quality food according to a planned menu of tested, uniform recipes.
- ____2. Assists in storage and handling of food items and supplies, maintain clean and organized storage area.
- ____3. Assists with serving food according to meal schedules, departmental policies, and procedures.
- ____4. Practices and promotes portion control and proper use of leftovers.
- ____5. Stocks serving areas including serving line, salad bars, milk boxes and assists fellow workers as situations arise.

COMMENTS: _____

Safety and Sanitation

- ____6. Operates tools and equipment according to prescribed safety standards.
- ____7. Follows established procedures to meet high standards of cleanliness, health, and safety.

- ____ 8. Keeps garbage collection containers and areas neat and sanitary.
- ____ 9. Corrects unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.
- ____ 10. Maintains personal appearance and hygiene.

COMMENTS: _____

Other

- ____ 11. Helps check in groceries and store appropriately if requested by manager. Maintains a clean and organized storage area.
- ____ 12. Ensures ovens, stoves, and all equipment used for cooking is cleaned on a daily basis.
- ____ 13. Assists in maintaining daily food production records.
- ____ 14. Performs other duties as assigned by Supervisor.
- ____ 15. Maintains daily food production records.
- ____ 16. Promotes teamwork and interaction with fellow staff members and fosters a positive work environment.
- ____ 17. Maintains confidentiality of information.
- ____ 18. Follows established Food Service Standard Operating Procedures.

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success in this campus/department?

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