

**FOOD SERVICE WORKER (COMPUTER CLERK)  
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. Accurately counts and claims the breakfast and lunch meals served to students, staff, and visitors using point of sale computer.
- \_\_\_\_2. Receives funds for paid and reduced price meals as well as for staff and visitor meals.
- \_\_\_\_3. Prepares daily and monthly reports for Food Service office.
- \_\_\_\_4. Ensures all reports are turned in to Food Service office in a timely manner.
- \_\_\_\_5. Reconciles accounts and prepares bank deposit daily.
- \_\_\_\_6. Performs other job duties as assigned by supervisor.
- \_\_\_\_7. Follows all established Food Service Standard Operating Procedures.
- \_\_\_\_8. Maintains confidentiality of information.
- \_\_\_\_9. Promotes Team Work and interaction with fellow staff members and faculty.
- \_\_\_\_10. Assists in stocking all areas, to include serving lines, salad bars, milk boxes, and willing to assist fellow workers as situations arise.

\_\_\_\_11. Be available to fill in as needed to ensure the smooth and efficient operation of the cafeteria as directed by your Manager.

**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