



## CLASSIFIED PERFORMANCE EVALUATION

### TYPE OF EVALUATION

- Quarterly Performance       Initial Probation       Reassignment Probation       Summative

**NAME:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**EVALUATOR:** \_\_\_\_\_ **JOB TITLE:** \_\_\_\_\_ **Cook**

### PERFORMANCE RATINGS

The evaluator will rank the employee on the following performance indicators by checking the appropriate rank on the scale.

- |                            |  |
|----------------------------|--|
| <b><u>Exemplary:</u></b>   | Employee's performance is outstanding, consistently exceeding the objective. The employee demonstrates initiative and requires minimal supervision.                          |
| <b><u>Proficient:</u></b>  | Employee's performance is good, often exceeding the objective. The employee willingly accepts responsibility and requires only infrequent supervision.                       |
| <b><u>Developing:</u></b>  | Employee's performance is adequate, usually accomplishing the objective. The employee follows instructions and requires normal supervision.                                  |
| <b><u>Ineffective:</u></b> | Employee's performance is unacceptable and is substantially below expectations. The employee rarely accomplishes the objective even with frequent supervision and direction. |



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PERFORMANCE RESPONSIBILITIES

PERFORMANCE RATINGS

	INEFFECTIVE	DEVELOPING	PROFICIENT	EXEMPLARY
1. Prepares and cooks a variety of dishes; prepare salads, sandwiches, fruit, soups, sauces and other foods.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Assists in determining appropriate quantity of food items for cooking and baking; adjust and extends recipes as needed; maintain food quality standards including appearance, and nutritional requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Monitors temperatures of food to assure safety and quality standards are met; monitors water temperatures to assure proper temperature for sanitizing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Serves food according to established guidelines and replenishes serving containers as needed; serves and sells lunch items to faculty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cleans cafeteria equipment, utensils and appliances and store food supplies; assures compliance with kitchen sanitation and safety procedures and regulations; cleans refrigerators and storerooms as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Assists in storing unused food and supplies; dispose of unusable leftovers; utilizes proper methods of handling foods to be stored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Operates a variety of standard kitchen utensils and equipment including slicer, chopper, mixer, steamer, fryer, dishwasher, electric warmer, range, oven, pressure cooker, cash register, dishwasher and other cafeteria equipment as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Trains and provides work direction to others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is professional, courteous, and positive when interacting with staff, students, stakeholders, and external parties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



CLASSIFIED PERFORMANCE EVALUATION

INDIVIDUAL PERFORMANCE

PERFORMANCE RATINGS

	INEFFECTIVE	DEVELOPING	PROFICIENT	EXEMPLARY
1. <b>Quality of Work:</b> Performs quality work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. <b>Quantity of Work:</b> Produces sufficient amount of work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. <b>Responsibility:</b> Accepts and fulfills job responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. <b>Initiative:</b> Takes appropriate initiative in work situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. <b>Cooperation:</b> Cooperates with fellow workers and supervisor, "Goes the extra mile."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. <b>Communication:</b> Communicates effectively, appropriately, and treats others with respect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. <b>Dependability:</b> Demonstrates dependability by following instruction and remaining on the job until task is completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. <b>Attendance:</b> Maintains a good attendance record by being present every day, being on time, and by not leaving early.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. <b>Safety:</b> Practices approved and prescribed methods of safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. <b>Professional Development:</b> Participates in professional development activities designed to improve job performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. <b>Customer Service:</b> Positive attitude in meeting the needs of customers; communicates with customers in an appropriate manner, friendly & helpful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



CLASSIFIED PERFORMANCE EVALUATION

IDENTIFICATION OF STRENGTHS

RECOMENDATION(S) FOR PERSONAL GROWTH

COMMENTS/OTHER REMARKS

EMPLOYEE RESPONSE

We hereby acknowledge that a conference has been conducted, this evaluation discussed, and a copy has been provided to the employee evaluated whose signature does not indicate agreement with the content. In the event the employee disagrees with this evaluation, a letter expressing the nature of disagreement may be submitted to Personnel Services within ten (10) working days of receipt of evaluation with a copy to the Evaluator. An evaluation may also be appealed to the next appropriate supervisor.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EVALUATOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE