

Bamberg School District Two

Food Service Staff Performance Evaluation

Employee Name: _____

Date: _____

School: _____

Supervisor: _____

Meets (M) Needs Growth (NG) Explanation of Scale
Does Not Meet (DNM) Not Applicable (NA)

General Performance Responsibilities:

Performance Indicators	M	NG	DMN	NA
1.1 Works with children in a friendly manner				
1.2 Maintains confidentiality of school related business				
1.3 Operates within established policy guidelines				
1.4 Deals tactfully with co-workers and the public				
1.5 Initiates opportunities to develop greater job skills				
1.6 Approaches assignments in a positive manner				
1.7 Exhibits cooperation with co-workers				
1.8 Expresses ideas well orally and/or in writing				
1.9 Listens to and accepts instruction				
1.10 Is interested in and concerned about his/her work				
1.11 Discusses assignments and problems with supervisor(s)				
1.12 Stays informed about board policy changes related to his/her job				
1.13 Is dependable				
1.14 Exhibits care in use of department equipment and property				

Specific Job Performance Responsibilities

Performance Indicators	M	NG	DMN	NA
2.1 Completes work assignments according to job description				
2.2 Meets deadlines when they exist				
2.3 Does routine work without instructions				
2.4 Demonstrates care in use of supplies and equipment				
2.5 Plans and organizes to accomplish job				
2.6 Possesses technical knowledge/skill to perform job				
2.7 Uses proper equipment to accomplish job				
2.8 Is innovative in solving difficult problems				
2.9 Is capable of independent work				
2.10 Works well as a team member				
2.11 Shifts to new tasks when priorities change				
2.12 Does own follow-through to ensure job completion				
2.13 Performs quantity of work expected				
2.14 Is complete and thorough with paperwork				

Personal Characteristics

Performance Indicators	M	NG	DMN	NA
3.1 Is punctual and regular in attendance				
3.2 Uses sick and leave time appropriately				
3.3 Maintains a neat appearance				
3.4 Cooperates with other team members when appropriate				
3.5 Responds appropriately to staff, students and administration				
3.6 Follows safety procedures				
3.7 Keeps the Food Services Supervisor informed of problems ;reports accidents immediately				

Employee Signature: _____

Date: _____

Supervisors Signature: _____

Date: _____

I have read this work performance evaluation and have had an opportunity to discuss it in a conference with my immediate supervisor. My signature does not imply agreement or disagreement with the content of this report.