SOMERSET COUNTY PUBLIC SCHOOLS CLASSIFIED EMPLOYEE PERFORMANCE APPRAISAL (FOOD & NUTRITION SERVICE)

Evaluation Date:		Ratings Defined:		
Name of Familian			O Points: Unsatisfactory (requires specific documentation from	
Name of Employee:				nployee conference or
Position Title:			conterencesy	
			1 Point: Needs Improvement	
Evaluation Period:	to			
			2 Points: Meets Expect	ations
Name of Evaluator:			3 Points: Exceeds Expe	ctations
			S T GINEST ENGGGG ENFO	
(The performance standard descriptions below i	ndicate the employee	nerformance to be "m	eets expectations" Fv	aluator should he
able to provide specifics for other designated ra		performance to be in	cets expectations. Ev	aradior should be
		T	T	
Performance Standards	Exceeds	Meets	Needs	Unsatisfactory
Terrormance Standards	Expectations	Expectations	Improvemen	
I. Work Productivity Goals:				
· Exhibits Initiative and works to improve				
system effectiveness.				
· Is well organized in daily work and				
demonstrates effective time management.				
 Meets all required deadlines and performs well under pressure situations. 				
well ulluer pressure situations.				
Total Points	0	0	0	0
		<u> </u>		
Comments:				
II. Work Quality Goals:				
· Work is of high quality with minimal errors.				
· Demonstrates good judgment and exhibits good problem solving skills.				
· Work area is clean and well organized.				
 Takes advantage of professional development opportunities and recommends areas for self- growth. 				
Total Points	0	0	0	0

Comments:				
III. Communication Skills Goals:				
· Works well with other members of the team;				
strives for positive working relationships				
through mutual respect with staff, students				
and guests.				
Responds well to suggestions for				
improvement and makes appropriate				
requested adjustments.				
Communicates well both orally and in writing;				
is accurate in communications.				
Promotes and encourages system success by				
presenting a positive image with				
communications and professional appearance.				
Total Points	0	0	0	0
Comments:				
IV. Knowledge of Job Goals:				
· Shows good working knowledge of the job				
skill requirements.				
· Exhibits good working relationships with				
school/building staff.				
· Cross trains with staff; takes advantage of				
professional development opportunities that				
are available.				
Demonstrates accuracy and produces high				
quality work.				
Total Points	0	0	0	0
		·		
Comments:				
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V. Work Behavior Goals:				
· Uses available time to the maximum level;				
stays on regular work schedule.				
· Maintains good attendance record; does not				
use more than the annual allotment.				
Follows all departmental policies and				
procedures; accepts and receives instructions				
from supervisor and completes tasks				
thoroughly.				
Works well under pressure situations.				

· Takes pride in work issued equipment to maximize the equipment capabilities.				
Performs work with regard to potential safety hazards including following the guidelines of serve-safe; reports any unsafe conditions.				
· Takes ownership for tasks assigned; requires minimal supervision to complete assigned work.				
Total Points	0	0	0	0
Comments:				
The employee is given one bonus point for the fol	llowing above and be	yond activity that was	achieved during the ra	ting period:
Overall Total				
+ 0 +	0 +	0 +	0 + Bonus	= <u>0</u> Total

EVALUATOR COMMENTS		
	_	
EMPLOYEE COMMENTS		
EMPLOYEE SIGNITURE	DATE	
(Acknowledges receipt only)*		
EVALUATOR SIGNITURE	DATE	
*In signing this document, each of us is agreeing that we have me employee and have talked about his/her work performance. We repeat conference. Employee – Place a check in this box if you agree with the Employee – Place a check in this box if you disagree and re	reviewed the focus point	ts prior to the start of the year and had a mid- further comments
provided:		