

DISTRICT 742 COMMUNITY SCHOOLS
Performance Review Report
Nutritional Services

Employee: _____ **Location:** _____
Current Position: _____ **No. of Years in Position:** _____ **Probationary: Yes** _____ **No** _____
Date: _____ **Supervisor/Administrator:** _____
Attendance Record: No. of Days Absent _____ **No. of Days Tardy** _____

Directions: Rate the employee's typical level of performance over the entire evaluation period by placing an "X" in the appropriate blank. Within the comment sections beneath the performance factors, provide specific examples that will support or clarify the effectiveness rating.

Rating Scale:
Not Applicable: Does not apply to position.
Outstanding: Performance is consistently exceptional and recognizable as being the highest of quality.
Above Average: Performance is occasionally above average when meeting the standards of the job.
Acceptable: Performance consistently meets the standards of the job.
Needs Development: Performance is generally acceptable but with room for improvement in some aspect(s).
Not Acceptable: Performance is clearly unsatisfactory and performance must improve in most areas.

| Rating | | | | | | Performance Factors |
|----------------|-------------|---------------|------------|------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Not Applicable | Outstanding | Above Average | Acceptable | Needs Dev. | Not Acceptable | |
| _____ | _____ | _____ | _____ | _____ | _____ | 1. Job Knowledge and Performance: Completes work thoroughly, accurately and according to specifications and district procedures within expected time frame. a. Applies work procedures/skills required of the position, including those for safety. b. Operates and maintains all equipment used on the job successfully. c. Follows directions completely and accurately. d. Works at a steady, efficient pace. |
| _____ | _____ | _____ | _____ | _____ | _____ | 2. Dependability and Commitment to Job: Demonstrates a consistent, dependable work effort and positive attitude. a. Arrives to work both consistently and on time. b. Accepts and fulfills assigned work with a positive attitude. c. Demonstrates appropriate level of initiative. |
| _____ | _____ | _____ | _____ | _____ | _____ | 3. Communication: Communicates completely and accurately in oral, written, and non-verbal form. a. Provides complete and accurate information to others as needed. b. Demonstrates positive interpersonal skills with adults inside/outside of the work area. c. Demonstrates positive interpersonal skills with students. d. Demonstrates ability to work as a team member. e. Maintains confidentiality. |
| _____ | _____ | _____ | _____ | _____ | _____ | 4. Problem Solving: Demonstrates the ability to recognize and respond successfully to problems. a. Willingly asks questions. b. Demonstrates suitable alternative course of action and maintains composure when confronted by problems. c. Effectively communicates the cause of a problem to the appropriate individuals. |

Employee: _____ Location: _____

| Not Applicable | Outstanding | Above Average | Acceptable | Needs Dev. | Not Acceptable |
|----------------|-------------|---------------|------------|------------|----------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

- 5. Organization and Coordination: Organizes and prioritizes as necessary.**
- a. Obtains information needed to effectively complete a task.
 - b. Prepares, delegates, and monitors work as necessary.
 - c. Organizes and maintains work area.
 - d. Displays flexibility in adjusting workload and schedule, using time appropriately.

| Not Applicable | Outstanding | Above Average | Acceptable | Needs Dev. | Not Acceptable |
|----------------|-------------|---------------|------------|------------|----------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

- 6. District Safety, Maintenance, and Sanitation: Ensures sanitation and safety of self and others through proper use and care of equipment and work site.**
- a. Keeps worksite clean and free of potential hazards.
 - b. Keeps tools/equipment clean and free of potential hazards.
 - c. Maintains uniform dress code.
 - d. Maintains District's sanitation standards and procedures.

PERFORMANCE SUMMARY/COMMENTS:

Type of Evaluation: _____ 30 Day _____ 60 Day _____ Annual _____ Other

Date Performance Conference Held: _____

It is understood that in signing this performance appraisal form, the employee acknowledges having seen and discussed its contents. Signing of the form by the employee does not necessarily mean agreement. However, refusal to sign the form in no way invalidates the report or its contents.

The employee has the right to add his/her comments:

Please sign and send a copy to Human Resources at the District Administration Office.

SIGNATURES:

Employee: _____ Date: _____
Supervisor: _____ Date: _____
Unit Administrator: _____ Date: _____