



"To Build Knowledge and Skills for Success Today and Tomorrow"

**Meade School District 46-1
Food Service Staff Evaluation Form**

Name _____

Job Title _____

Date of Evaluation _____

Key: Exceeds Expectation; Meets Expectation; Needs Improvement (Comments required for Needs Improvement)

Essential Duties and Responsibilities	Exceeds	Meets	Needs
1) Employee supports the vision, mission, and belief statements of the Meade School District.			
2) Employee demonstrates ability to adapt to changing conditions, procedures, and/or job interruptions.			
3) Employee follows local, state, and federal guidelines to ensure all meal procedures/requirements are met.			
4) Employee deals with students, staff, parents and community in an appropriate manner.			
5) Employee is punctual, has good attendance and demonstrates professionalism.			
6) Employee is able to perform physical job requirements.			

Work Habits	Exceeds	Meets	Needs
1) Employee is thorough and consistent in meeting work standards and in performing required work.			
2) Employee manages time, and accomplishes tasks effectively.			
3) Employee follows proper sanitation procedures and practices good personal sanitation.			
4) Employee offers suggestions for work improvements and/or solutions for work problems.			
5) Employee keeps supervisor informed of important information relating to work environment.			
6) Employee dresses in an appropriate, professional manner conducive to job requirements.			
7) Employee displays awareness of safety and practices safe work techniques. Uses caution when necessary.			
8) Employee is reliable and trusted to carry out assigned responsibilities.			

Comments:

We have discussed the evaluation given on this form. Signing shall not imply agreement by the employee to the evaluation.

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____