



# Powell County Schools

## Classified Evaluation

### FOOD SERVICE



Name: \_\_\_\_\_ Position: \_\_\_\_\_

Building Location: \_\_\_\_\_ School Year: \_\_\_\_\_

#### FOOD SERVICE CLASSIFIED EVALUATION PROCESS

Component of Evaluation Process	Cook/Cashier/Kitchen Manager	Supervisor
Self-Reflection	Completed by August 30th or within 30 days of hire	Reviewed by September 15th or within 15 days of due date for new hires
Professional Growth Plan	Completed by August 30th or within 30 days of hire	Approved by September 15th or within 15 days of due date for new hires
Beginning of the year conference to review self-reflection and PGP, establish goals, and discuss concerns	Conference between evaluatee and supervisor by September 15th or within 15 days of hire for new hires	Conference between evaluatee by September 15th or within 15 days of hire for new hires
Professional Learning	Document throughout the year; best practice to complete required hours prior to summative evaluation but Due June 30th	Review during summative evaluation
Summative Evaluation	To be completed by the supervisor and reviewed with the evaluatee by May 1st	To be completed by the supervisor and reviewed with the evaluatee by May 1st  Must be filed with the evaluation coordinator by May 15th

# Powell County Food Service Self-Reflection Page 1 of 2

*Using the Food Service Performance Standards, complete your self-reflection on the next two slides by assessing yourself as satisfactory, improvement needed, or unsatisfactory for each performance standard and identify strengths and areas of growth for each standard.*

**Due Date: August 30th or within 30 days of hire**

Performance Standard	Standard Description	Self-Assessment (Satisfactory, Needs Improvement, or Unsatisfactory)	Strengths and areas for growth
<b>Standard 1</b> Job Knowledge and Skills	Has the skills and knowledge of the information, procedures, materials, equipment techniques, etc. required for current job descriptions		
<b>Standard 2</b> Quality of Performance	Performs all tasks required for the position accurately and efficiently.		
<b>Standard 3</b> Productivity of Performance	Performs all tasks required for the position on time and without frequent reminders.		

## Powell County Food Service Self-Reflection Page 2 of 2

Performance Standard	Standard Description	Self-Assessment (Satisfactory, Needs Improvement, or Unsatisfactory)	Strengths and areas for growth
<b>Standard 4</b> Responsibility	Consider efforts to ensure the successful completion of tasks, the learning of others in various tasks, extra efforts made to meet work demands, general assistance and dependability.		
<b>Standard 5</b> Attendance	Maintains punctuality and good attendance record.		
<b>Standard 6</b> Interpersonal Relationships	Has good rapport and communication skills with co-workers, students, supervisors, parents, and community members.		

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Powell County Food Service Professional Growth Plan

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*Using your self-reflection, additional data, and consultation with your supervisor, complete your professional growth plan by developing two professional growth goals and identifying the standard(s) aligned to each of your growth goals.*

***Due Date: August 30th or within 30 days of hire***

<b>Professional Growth Goal #1</b>	
<b>Standard(s) Aligned to Professional Growth Goal</b>	

<b>Professional Growth Goal #2</b>	
<b>Standard(s) Aligned to Professional Growth Goal</b>	

# Powell County Food Service Professional Growth Plan

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Comments	Employee Comments	Supervisor Comments
<b>Comments for Initial Approval</b> <i>Completed at Beginning of the Year Conference</i>		
<b>Comments for End of Year Review</b> <i>Completed at End of Year Conference</i>		

Conference	Date	Employee Signature	Supervisor Signature
Beginning of Year Conference			
End of Year Conference			

# Powell County Food Service Professional Learning Log

*Document all Professional Learning hours on the Powell County Learning Log Slide to review with your supervisor during the end of year conference.*

**Due Date: June 30th**

**Best Practice to be completed prior to your Summative Evaluation**

Date	Hours 24 required	Name of Professional Learning Engaged or Presented	Professional Reflections

**TOTAL:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Powell County Food Service Summative Evaluation

*Using data collected through daily performance, conferences, and other sources of evidence, your supervisor will complete the summative evaluation*

**Due Date: May 1st**

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

<b>JOB KNOWLEDGE AND SKILLS:</b> <i>Has the skills and knowledge of the information, procedures, materials, equipment techniques, etc. required for current job descriptions</i>	<b>S</b>	<b>I</b>	<b>U</b>	<b>N/A</b>
A. Understands principles/methods of quality food service preparation, serving and storage.				
B. Follows sanitation and safety practices related to handling, cooking, baking and serving food and understands health and safety regulations.				
C. Operates and maintains standard machines and equipment				
D. Demonstrates an understanding of serving sizes to meet the USDA requirements with regard to the ages of the School Meal Pattern.				
E. Understands and completes all records, reports and documents required.				
F. Prepares food according to a planned menu each day and follows standardized recipes.				
<b>QUALITY OF PERFORMANCE:</b> <i>Performs all tasks required for the position accurately and efficiently.</i>	<b>S</b>	<b>I</b>	<b>U</b>	<b>N/A</b>
A. Prepare, cook, bake and serve a variety of foods in quantity.				
B. Prepare and serve food in accordance with health and sanitation regulations.				
C. Uses proper safety measures in completion of tasks including lifting, bending, reaching and standing.				
<b>PRODUCTIVITY OF PERFORMANCE:</b> <i>Performs all tasks required for the position on time and without frequent reminders.</i>	<b>S</b>	<b>I</b>	<b>U</b>	<b>N/A</b>
A. Completes the required volume of work assigned on time and without frequent reminders.				
B. Follows work schedule and completes daily cleanup of kitchen/prep area and keeps cleaning schedule documented properly.				
C. Able to properly adjust to changes made in the kitchen and plan and organize work.				
<b>RESPONSIBILITY:</b> <i>Consider efforts to ensure the successful completion of tasks, the learning of others in various tasks, extra efforts made to meet work demands, general assistance and dependability.</i>	<b>S</b>	<b>I</b>	<b>U</b>	<b>N/A</b>
A. Uses discretion with confidential and privileged information				

B. Uses good judgment in performing job duties and is well organized.				
C. Follows directions and completes job duties without close supervision				

<b>ATTENDANCE: <i>Maintains punctuality and good attendance record.</i></b>	<b>S</b>	<b>I</b>	<b>U</b>	<b>N/A</b>
A. Maintains a good attendance record				
B. Reports to work on time and remains at work for the entire scheduled work day				
C. Returns to work from break and/or lunch on time				
<b>INTERPERSONAL RELATIONSHIPS: <i>Has good rapport and communication skills with co-workers, students, supervisors, parents, and community members.</i></b>	<b>S</b>	<b>I</b>	<b>U</b>	<b>N/A</b>
A. Has positive rapport with students, co-workers, administration, parents and community members.				
B. Works to create a team atmosphere, follows chain of command, and informs manager of any problems related to the kitchen.				
C. Has good communication skills both written and oral				

<b>Employee Comments:</b>	
<b>Supervisor Comments:</b>	

<b>Recommended for re-employment</b>		<b>Not recommended for re-employment</b>	
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**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*The signing of this document does not imply agreement or disagreement with the content of this report. Classified employees have the right to appeal the substance and/or procedure of this summative evaluation within five (5) working days.*