

REACH DANE REACH GREEN HEAD START

NON-SUPERVISORY EVALUATION FORM

FOOD SERVICES SPECIALIST

Employee _____ Date _____

Type of Rating: Annual _____ Introductory _____

Performance Definitions

- **Meets Expectations** – Performance consistently exceeds professional standards and objective of the position. Performance of a job function is completed in an exceptional fashion. This rating is reserved for those individuals whose distinguished performance is obvious to all.
- **Needs Improvement** – Performance generally meets standards of the job functions but sometimes falls below acceptable standards. The employee has demonstrated ability to correct deficiencies. The need for further development is recognized. Comments are required for this rating. Identify goals and improvements.
- **Unsatisfactory** - Performance is clearly and consistently inadequate or below professional standards. Comments are required for this rating. Identify goals and improvements. (Should be on a PIP or disciplinary action must be in place).

General Work Habits

Arrives on time	ME	NI	U
Reliable in attendance	ME	NI	U
Alert in health and safety matters	ME	NI	U
Flexible with assignments and schedule	ME	NI	U
Comes to work with a positive attitude	ME	NI	U
Gives direct supervisor ample notice for absences	ME	NI	U
Remains calm in a tense situation	ME	NI	U

Comments:

Key Performance Factors:

▪ Purchase and distribute appropriate quantities of food and supplies in order to ensure high quality meals for program children and family events; work cooperatively with transportation staff to ensure safe distribution to sites	ME	NI	U
▪ Request and evaluate bids from various food vendors in compliance with agency policy and performance standards	ME	NI	U
Assist the Teacher to observe and record the progress and behavior of the children in the classroom as requested	ME	NI	U
Attend and participate in weekly center team meetings and assist in planning / preparing activities and setting goals; assist the Teacher in organizing, maintaining, and cleaning classroom equipment	ME	NI	U
Assist the Teacher with children in individual and small group activities and with children with special needs	ME	NI	U
Assist the Teacher in completing developmental assessments and setting up appropriate goals for each child enrolled in class	ME	NI	U
Assist the Teacher to observe and record the progress and behavior of the children in the classroom as requested	ME	NI	U
Attend and participate in weekly center team meetings and assist in planning /	ME	NI	U

preparing activities and setting goals; assist the Teacher in organizing, maintaining, and cleaning classroom equipment			
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Assist the Teacher in completing developmental assessments and setting up appropriate goals for each child enrolled in class	ME	NI	U
Assist the Teacher to observe and record the progress and behavior of the children in the classroom as requested	ME	NI	U
Attend and participate in weekly center team meetings and assist in planning / preparing activities and setting goals; assist the Teacher in organizing, maintaining, and cleaning classroom equipment	ME	NI	U

Comments:

Department/Agency Assistance and Support

Assist with the organization, supervision and evaluation of field trips, special events and Family Fun Nights	ME	NI	U
Substitute for TA, as needed, in escorting children to and from their homes and assure the safety of the children being transported	ME	NI	U
Attend and participate in all job related meetings and trainings as assigned	ME	NI	U
Provide assistance to and perform additional job related duties as assigned by immediate supervisor	ME	NI	U

Comments:

Nutrition/Food Services

Assist in implementing a weekly nutrition experience in coordination with the TA	ME	NI	U
Obtain meals from food service, transport and prepare for serving in compliance with state and federal regulations; prepare additional items for meals that are not available through the food service	ME	NI	U
Maintain a clean, safe and sanitary dining area consistent with current standards	ME	NI	U
Maintain prompt, accurate records on production sheets, inventory lists and sanitation records; ensure all required reports and records are completed in a timely manner in conjunction with established procedures	ME	NI	U
Order staple foods from the designated agency list in a timely manner	ME	NI	U
Sit with the children at mealtime, modeling good eating habits and encouraging their language development	ME	NI	U

Comments:

Outstanding Acknowledgements:

Goals or improvements sought for next evaluation:

Agreed upon action plan to meet goal:

1.

2.

3.

Employee _____ **Supervisor** _____

Date _____

If end of Introductory/New Hire Period indicate recommendation below:

☐ **Passed Introductory/New Hire Period**

☐ **Extend Introductory/New Hire Period by ____ days**

☐ **Discontinue employment with Reach Dane**