

# REACH DANE REACH GREEN HEAD START

## NON-SUPERVISORY EVALUATION FORM

### FOOD SERVICES SPECIALIST/NSP-SUB

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:

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#### Key Performance Factors:

Follows menu guidelines and adjusts when necessary due to availability of menu items or for an individual child's needs.	ME	NI	U
Understands and uses child nutritional needs and age-specific portion sizes to prepare meals in accordance with Head Start/Early Head Start.	ME	NI	U
Follow established recipes.	ME	NI	U
Follow established menus.	ME	NI	U
Ensure that breakfast, lunch, and snack meals are prepared and delivered according to the daily scheduled time.	ME	NI	U
Understand and adhere to the employee handbook.	ME	NI	U
Understand and strictly adhere to health, safety, food handling, and sanitation requirements before, during, and after meal preparation.	ME	NI	U
Assists in delivery of food to classrooms and removal of dirty dishes from classrooms as needed.	ME	NI	U
Assist with dishwashing as needed.	ME	NI	U
Works with agency staff to provide food for meetings and special events.	ME	NI	U
Works in conjunction with the Nutrition Service Provider III and site supervisors to facilitate family style dining in classrooms.	ME	NI	U
Assist with Nutrition Services Provider III in completing weekly ordering of food and supplies.	ME	NI	U

Coordinates with Nutrition Services Provider III to check food deliveries for accuracy, safety, and quality.	ME	NI	U
Perform all other duties as requested and assigned by supervisor.	ME	NI	U
Demonstrates continuous effort to improve operations and work cooperatively and jointly to provide quality seamless customer service.	ME	NI	U
Advocate for integration of nutrition principles within the agency's programming for children.	ME	NI	U
Other duties as assigned.	ME	NI	U

Comments:

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**Outstanding Acknowledgements:**

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**Goals or improvements sought for next evaluation:**

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**Agreed upon action plan to meet goal:**

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3. 

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**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**