

REACH DANE REACH GREEN HEAD START

NON-SUPERVISORY EVALUATION FORM

NSP I

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 from Job Description

Nutrition Services

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
Work with Nutrition Services Provider III to ensure the preparation of safe and nutritious meals that meet Head Start/Early Head Start.	ME	NI	U
Understand and strictly adhere to health, safety, food handling, and sanitation requirements before, during, and after meal preparation.	ME	NI	U
Understand and adhere to the employee handbook.	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 Nutrition Services Provider II and III to provide food for meetings and special events.	ME	NI	U
Works in conjunction with the Nutrition Service Provider III and site supervisors to	ME	NI	U

facilitate family style dining in classrooms.			
Maintain food service record keeping and reporting.	ME	NI	U
Monitors appropriate storage of food and supplies.	ME	NI	U
Assist Nutrition Service 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
Maintains appropriate cleanliness of all kitchen materials and supplies as required.	ME	NI	U
Ensures use of non-disposable dishes in the classroom except in cases of emergency.	ME	NI	U
Creates a positive, harmonious, and professional atmosphere in the workplace.	ME	NI	U
Ability to work with people from various backgrounds and ethnicities/nationalities.	ME	NI	U
Perform all other duties as requested and assigned by Nutrition Services Provider III and Supervisor.	ME	NI	U
Attend all mandatory trainings.	ME	NI	U
Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.	ME	NI	U

Comments:

Training & Recordkeeping

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
Promote parent involvement and education by contributing to program newsletters and providing training for parent nutrition aide substitutes	ME	NI	U

Comments:

Agency/Department Support

Actively participate in all areas of program delivery including team meetings, special events, field trips, Family Fun Nights and clusters	ME	NI	U
Attend and actively participate in all required meetings	ME	NI	U
Maintain professional competence, knowledge and skills necessary for the satisfactory performance of all assigned responsibilities	ME	NI	U
Provide assistance to and perform additional job related duties as assigned by immediate supervisor	ME	NI	U

Comments:

Outstanding Acknowledgements:

Goals or improvements sought for next evaluation:

Agreed upon action plan to meet goals:

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**