

# REACH DANE REACH GREEN HEAD START

## SUPERVISORY EVALUATION FORM

### NSP III & Trainer

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 from Job Description

Supervise additional Nutrition Service Provider(s) in the multi-site assuring their assistance and compliance in the food service program.	ME	NI	U
Prepare breakfast, snack and lunch according the agency menu cycle as well as state and federal regulations including attention to and accommodation of special diets for multiple groups of children.	ME	NI	U
Maintain a clean, safe, and sanitary kitchen, dining areas and equipment consistent with current standards and codes.	ME	NI	U
Maintain prompt, accurate records on production sheets, inventory lists and sanitation records; ensure all required reports and records, including those of reporting employees, are completed in a timely manner in conjunction with established procedures.	ME	NI	U
Work with appropriate staff and Administrative Services Director and Child Health Development Director to assess nutrition training needs and coordinate appropriate trainings to meet those needs.	ME	NI	U
Plan, develop and implement regular NSP training meetings, including mandated DPI trainings.	ME	NI	U
Act as a resource for first-year NSPs to support skill development.	ME	NI	U

Order staple foods from the designated agency list in a timely manner.	ME	NI	U
Prepare child sized portions to be served in a family style that is attractive, appealing and seasoned to children's taste that meets the agency menu cycle as well as state and federal regulations.	ME	NI	U
Participate in the educational curriculum by teaching table setting, assisting with nutrition experiences, and helping with class / cluster activities as assigned.	ME	NI	U
Sit with the children at mealtime, modeling good eating habits and encouraging their language development as assigned.	ME	NI	U
Actively participate in all areas of program delivery including team meetings, special events, field trips, Family Fun Nights and clusters.	ME	NI	U
Promote parent involvement and education by contributing to program newsletters and providing training for parent nutrition aide substitutes.	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
Maintain confidentiality of information in relation to staff, children and families.	ME	NI	U
Provide assistance to and perform additional job related duties as assigned by immediate supervisor.	ME	NI	U
Adhere to agency policies and procedures.	ME	NI	U
Other duties as needed.	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 goals:**

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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**