

11/2010

Name: _____
School: _____
Year: _____

1 – **Satisfactory** – consistently performed at a competent level
2 – **Not Satisfactory** – serious deficiencies exist in this area
N/A – **Not Applicable**

CARBON COUNTY SCHOOL DISTRICT NO.2
EVALUATION OF
ASSISTANT COOK

In the absence of the Head Cook, this employee competently and consistently performs the following duties:

- | | | | |
|--|-----|-----|-------|
| 1. Assignment of work and duties of food service personnel. | 1__ | 2__ | N/A__ |
| 2. Supervision and instruction of food service personnel in the safe, proper, and efficient use and care of all kitchen equipment and sanitary food preparation. | 1__ | 2__ | N/A__ |
| 3. Plan cost effective meals by utilizing commodities, whenever possible. | 1__ | 2__ | N/A__ |
| 4. Accurate determination of the quantity of food to be prepared daily. | 1__ | 2__ | N/A__ |
| 5. Order food and supplies as needed. | 1__ | 2__ | N/A__ |
| 6. Keep accurate daily records for menu production, lunch plate count and milk control; accurately complete monthly reports. | 1__ | 2__ | N/A__ |
| 7. Quality of work -- thorough, neat and efficient. | 1__ | 2__ | N/A__ |
| 8. Quantity of work completed. | 1__ | 2__ | N/A__ |
| 9. Displays initiative in work, starts job without being told. | 1__ | 2__ | N/A__ |
| 10. Accepts responsibility -- follows directions, keeps on the job without close supervision. | 1__ | 2__ | N/A__ |
| 11. Job skills -- knowledge of preparation methods and equipment. | 1__ | 2__ | N/A__ |
| 12. Work habits -- organization of work. | 1__ | 2__ | N/A__ |
| 13. Promptness in reporting to work. | 1__ | 2__ | N/A__ |
| 14. Regularity in reporting to work. | 1__ | 2__ | N/A__ |
| 15. Attitude, interest in work; accepts suggestions. | 1__ | 2__ | N/A__ |
| 16. Relationship with other employees, students and/or adults -- tact, courtesy, cooperation, and communication. | 1__ | 2__ | N/A__ |
| 17. Conduct -- honesty, integrity, good judgment. | 1__ | 2__ | N/A__ |
| 18. Personal cleanliness -- clean, neat appearance, hair appropriately secured. | 1__ | 2__ | N/A__ |

Comments: _____

Each of the undersigned has reviewed this evaluation. Each understands that each item will become part of the personnel record. It is further understood that refusal to sign does not prevent the inclusion of this document in the personnel file.

Date: _____

Signature of Assistant Cook

Signature of Supervisor