

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
HEAD COOK

- | | | | |
|--|-------|-------|---------|
| 1. Assigns work and duties of all food service personnel. | 1 ___ | 2 ___ | N/A ___ |
| 2. Supervises and instructs food personnel in the safe, proper, and efficient use and care of all kitchen equipment. | 1 ___ | 2 ___ | N/A ___ |
| 3. Maintains highest standards of safety and cleanliness in all areas used in conjunction with lunch program. | 1 ___ | 2 ___ | N/A ___ |
| 4. Checks food shipments into the school, signing invoices only after each delivery has been verified. | 1 ___ | 2 ___ | N/A ___ |
| 5. Plans menus one month in advance, involving students, parents and staff periodically. | 1 ___ | 2 ___ | N/A ___ |
| 6. Accurately determines the quality of food to be prepared daily, as determined by portion size and participation, to minimize waste. | 1 ___ | 2 ___ | N/A ___ |
| 7. Plans cost effective meals by utilizing commodities, whenever possible; makes economical purchases of food and supplies. | 1 ___ | 2 ___ | N/A ___ |
| 8. Supervises food preparation and determines if the finished product is of the best quality in flavor and appearance before it is served. | 1 ___ | 2 ___ | N/A ___ |
| 9. Plans attractive, nutritious meals and works to increase student participation. | 1 ___ | 2 ___ | N/A ___ |
| 10. Keeps accurate daily/monthly records for menu production, lunch and milk control sheets, inventory, etc. | 1 ___ | 2 ___ | N/A ___ |
| 11. Supervises the daily cleaning of all kitchen equipment, as well as the washing and sterilizing of all dishes, silverware, pans, etc. | 1 ___ | 2 ___ | N/A ___ |
| 12. Immediately reports any accident occurring in the food service areas. | 1 ___ | 2 ___ | N/A ___ |
| 13. Confers with the supervising principal regarding personnel matters, menus, repairs, budget, etc. | 1 ___ | 2 ___ | N/A ___ |
| 14. Sees that no unauthorized food leaves the area. | 1 ___ | 2 ___ | N/A ___ |
| 15. Quality of work -- thorough, neat, and efficient. | 1 ___ | 2 ___ | N/A ___ |
| 16. Quantity of work completed. | 1 ___ | 2 ___ | N/A ___ |
| 17. Displays initiative in work, starts jobs without being told. | 1 ___ | 2 ___ | N/A ___ |
| 18. Accepts responsibility, follows directions, and keeps on the job without close supervision. | 1 ___ | 2 ___ | N/A ___ |
| 19. Job skills -- knowledge of preparation methods and equipment. | 1 ___ | 2 ___ | N/A ___ |
| 20. Work habits -- organization of work. | 1 ___ | 2 ___ | N/A ___ |
| 21. Promptness in reporting to work. | 1 ___ | 2 ___ | N/A ___ |
| 22. Regularity in reporting to work. | 1 ___ | 2 ___ | N/A ___ |
| 23. Attitude, interest in work; accepts suggestions. | 1 ___ | 2 ___ | N/A ___ |
| 24. Relationship with other employees, students, and/or adults -- tact, courtesy, cooperation, and communication. | 1 ___ | 2 ___ | N/A ___ |
| 25. Conduct -- honesty, integrity, good judgment. | 1 ___ | 2 ___ | N/A ___ |
| 26. 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 Head Cook

Signature of Supervisor