**Important Instructions:**

The instructions below will assist you in getting through your portion of the performance evaluation in an efficient and effective manner. (Please feel free to print this page if necessary.)

* After downloading your performance evaluation form, please save it to your flash drive using the following filename example:

**2015 Performance Evaluation-***Your first and last name*

* Please make all entries in the “**Self**” column (based on your job responsibilities, there are 6-7 specific categories)
* You will only need to complete the lines, sections or columns shaded with a gold background color (*like this one*).
* Read through each performance section carefully and enter a “**checkmark**” on the line that best describes your performance. (You can enter a checkmark by holding the “**Shift”** key and pressing the letter “**P**” for each entry).
* You **do not** have to enter anything in the “**Total**” row. (This will be completed by your manager.)
* Feel free to use the **Comment** page (*near the end of the performance evaluation*) to type any comments you feel will further explain your performance, concerns, and/or requests.
* **Note:** ***The last page should only be completed by your manager.***
* Please review your performance evaluation form carefully to make sure all categories have been completed.
* Once everything is done, please save your form and email to the Director and Assistant Director:

[debrah@gacoc.org](mailto:Debrah@gacoc.org)

[margaretj@gacoc.org](mailto:margaretj@gacoc.org)

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee:** |  | **Job Title:** |  |
| **Evaluator:** |  | **Date:** |  |

**Goals of a performance appraisal system:**

1. To provide the employee with a precise understanding of how the manager believes the worker is performing
2. To provide the employee with a clear understanding about what performance is expected on the job
3. To establish a mutually agreed-upon program of performance improvement and professional development
4. To develop a stronger working relationship between the manager and the employee
5. To provide a system in which to reward superior performance including supplying information that will lead to modification of assignments, such as placement in other positions and promotions
6. To provide a basis for supplying information that will lead to modification of assignments, such as placement in lesser positions or termination
7. **ATTENDANCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rating:** | **Self** |  | **Mgr.** | **Occurrences (excluding vacation)** |
| 0% Below Expectation |  |  |  | Any unexcused absence or absences exceeding 10 |
| 5% Allowable |  |  |  | 7-10 sick days (less than 1 hr. notice is unexcused) |
| 10% MeetExpectation |  |  |  | 1-6 sick days (less than 1 hr. notice is unexcused) |
| 15% Above Expectation |  |  |  | 0 days off |
| **Total**: |  |  |  |  |

1. **POLICIES AND PROCEDURES AND PROFESSIONALISM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rating:** | **Self** |  | **Mgr.** |  |
| **0% Below Expectation** |  |  |  | Does not carry through GACDC procedures. |
|  |  |  |  | Does not carry through when asked to assume job assignment. |
|  |  |  |  | Does not keep food service area sanitary. |
|  |  |  |  | Does not notify leadership team if count is out of ratio. |
|  |  |  |  | Dresses inappropriately, not according to dress code. |
|  |  |  |  | Misses staff meeting (excluding director-approved absence). |
|  |  |  |  | Inflexible in dealing with other staff members. |
|  |  |  |  | Does not provide adequate training to aides and support staff. |
|  |  |  |  | Does not sit with class to eat and serve in relaxed atmosphere. |
|  |  |  |  | Often cannot answer questions about general issues of GACDC. |
|  |  |  |  | Often does not “see” work that needs to be done. |
|  |  |  |  | Exhibits negativity when asked to assume job assignment. |
|  |  |  |  | Exhibits behaviors or involves in activity detrimental to morale. |
| **12% Meets Expectation** |  |  |  | Notifies leadership team if classes are out of ratio in dining area. |
|  |  |  |  | Practices personal health and safety procedures throughout the day. |
|  |  |  |  | Flexible in job assignment and cooperative with leadership team and other staff members. |
|  |  |  |  | Training of helpers and support staff to maintain on a daily basis. |
|  |  |  |  | Maintains confidentiality. |
|  |  |  |  | Dresses appropriately, according to dress code. |
|  |  |  |  | Participates in staff meetings, prepared to discuss food policies and personal responsibilities (e.g. food activities, CACFP, and other delegated duties). |
|  |  |  |  | Exhibits flexibility with other staff members. |
|  |  |  |  | Maintains positive attitude toward work, co-workers, children, and families. |
|  |  |  |  | Knows general GACDC routine and sees that it is followed. |
| **20% Above Expectation** |  |  |  | Offers constructive input. |
|  |  |  |  | Uses appropriate channels to discuss concerns or problems. |
|  |  |  |  | Helps to promote morale among other staff members about dress code and other issues. |
|  |  |  |  | Helps to create and develop food activities including help with regular “family style” class dining. |
|  |  |  |  | Is becoming distinguished as a leader among peers. |
|  |  |  |  | Works independently to implement policies and procedures.  Helps to write and develop new policies and procedures as needed. |
| **Total:** |  |  |  |  |

1. **PARENT INTERACTION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rating:** | **Self** |  | **Mgr.** |  |
| **0% Below Expectation** |  |  |  | Has consistent negative, unprofessional, or non-work-related interaction with parents. |
|  |  |  |  | Fails to properly ID parents according to the pick-up procedure. |
|  |  |  |  | Does not properly clear all communication with parents. |
|  |  |  |  | Does not notify Director or person in charge of incidents involving children, visitors or employees the same day. |
| **8% Meet Expectation** |  |  |  | Has consistent professional, child/work-related, and positive interaction with all parents. |
|  |  |  |  | Consistently follows pick-up procedures including proper IDing. |
|  |  |  |  | Makes sure all written communication is approved through leadership team and that all verbal communication is approved through the lead teacher. |
|  |  |  |  | Initiates contact with parents. |
|  |  |  |  | Reads communication book consistently each day. |
|  |  |  |  | Properly notifies Director or person in charge of incidents involving children, visitors or employees the same day. |
|  |  |  |  | Interaction is usually child/work-related and positive. |
| **18% Above Expectation** |  |  |  | Conversations with parents are specific to the needs and interests of each parent and child. |
|  |  |  |  | Knows most parents of his/her students by first name |
|  |  |  |  | Has created positive goodwill or rapport with several parents. |
|  |  |  |  | Keeps parent(s) informed about child’s specific behaviors and accomplishments and informs the leadership team as needed. |
|  |  |  |  | Director, managers, or lead teacher frequently receive favorable comments from parents. |
|  |  |  |  | Has created positive public relations with parents that have caused referrals. |
| **Total:** |  |  |  |  |
|  |  |  |  |  |

1. **TEAM AND LEADERSHIP METHODS**

Techniques used in working with staff members to influence them in a positive way.

| **Rating:** | **Self** |  | **Mgr.** |  |
| --- | --- | --- | --- | --- |
| **0% Unacceptable** |  |  |  | Meets less than four in Expectation. |
| **4% Below Expectation** |  |  |  | Meets four out of five in Expectation. |
| **8% Meet Expectation** |  |  |  | Acts as a role model. |
|  |  |  |  | Is consistent and follows through. |
|  |  |  |  | Use positive language. |
|  |  |  |  | Exhibit self-control. |
|  |  |  |  | Has knowledge of rules and policies. |
| **27% Above Expectation** |  |  |  | Actively plans to anticipate and avoid conflict-causing situations. |
|  |  |  |  | Is capable of maintaining a safe and efficient yet fun food service area. |
|  |  |  |  | Uses creativity when working with challenging staff members to avoid conflict. |
| **Total:** |  |  |  |  |
|  |  |  |  |  |

1. **PROFESSIONAL DEVELOPMENT**

Professional development credit is based on the completion of and recording of a combination of the following:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rating:** | | | | **Self** | **Mgr.** |
| **Points** | **Points** |
| 1. Receives/maintains CDL B with P endorsement (worth 5 points). | | | |  |  |
| 1. Presents information obtained at workshops to other staff members - (worth 2 points each time). | | | |  |  |
| **List:** | | | |  |  |
|  | | | |  |  |
|  | | | |  |  |
| 1. Maintains First Aid and CPR. (worth 5 points) | | | |  |  |
| 1. Reads books or articles or watches training videos pertaining to young children. | | | |  |  |
| **List:** | | | |  |  |
|  | | | |  |  |
|  | | | |  |  |
| 1. Attends child-related conference workshops or classes qualifying for “sponsored group setting”. | | | |  |  |
| **Hours:** | | | |  |  |
|  | | | |  |  |
|  | | | |  |  |
| 1. Attend mandatory staff meetings including special group meetings. | | | |  |  |
| **Hours:** | | | |  |  |
|  | | | |  |  |
|  | | | |  |  |
| 1. Attends open house and programs for parents. (worth 2 points) | | | |  |  |
| 1. Presents at a workshop off-site. (worth 5 pts each workshop) | | | |  |  |
| **List:** | | | |  |  |
|  | | | |  |  |
|  | | | |  |  |
| 1. Maintains Universal Precautions training. (worth 1 point) | | | |  |  |
| 1. Maintains Mandatory Child Abuse Reporting Training. (worth 2 points) | | | |  |  |
| **Ratings:** |  | **Total Points** |
| 25% | Excellent | 60 |
| 15% | Above Expectation | 45 |
| 10% | MeetExpectation | 30 |
| .25% x pts | Below Expectation | less than 30 |
| 0% | Unacceptable\* | 0 |
|  |  |  |

\* (Failed to maintain First Aid and CPR; failed to receive 12 hours of training credit in allotted time; failed to receive mandatory child abuse reporting training.)

|  |  |
| --- | --- |
| **Total:** |  |

1. **INTERACTION WITH CHILDREN**

| **Rating:** | **Self** |  | **Mgr.** |  |
| --- | --- | --- | --- | --- |
| **0% Unacceptable** |  |  |  | Does not initiate contact with all children. |
|  |  |  |  | Talks at the children, not with them. |
|  |  |  |  | Uses name-calling. |
|  |  |  |  | Raises voice in hostile or aggressive manner. |
|  |  |  |  | Ignores child’s request for assistance or attention. |
|  |  |  |  | Consistently distant and is unaffectionate with children. |
|  |  |  |  | Does not ask open ended questions to children. |
|  |  |  |  | Frequently chatting with other adults while supervising children. |
|  |  |  |  | Does not supervise all areas. |
|  |  |  |  | Seldom initiates contact with children. |
|  |  |  |  | Seldom or inconsistent greeting of children at arrival and departure. |
|  |  |  |  | Spends more time with some children than others. |
|  |  |  |  | Engages in unnecessary conversation with staff members frequently. |
|  |  |  |  | Has limited interaction with children while they are involved in play. |
| **12% Meet Expectation** |  |  |  | Center and day is child-oriented (new children with allergies). |
|  |  |  |  | Children have opportunities to talk about their experiences and engage in conversation. |
|  |  |  |  | Accepts/respects children’s questions. |
|  |  |  |  | Encourages children to express possible solutions/answers. |
|  |  |  |  | Has frequent and positive interaction with children. |
|  |  |  |  | Speaks to child at child’s level (bends low). |
|  |  |  |  | Upon arrival and throughout day initiates contact with all children. |
|  |  |  |  | Demonstrates affection by smiling, appropriate touching, and speaking in a calm voice. |
|  |  |  |  | Is an example before the children by showing courteous and being respectful toward the children. |
|  |  |  |  | Helps to promote cooperative and positive social behavior among children. |
|  |  |  |  | Acknowledges sharing, caring, and helping. |
|  |  |  |  | Assists children in problem solving. |
|  |  |  |  | Helps a child understand the actions of another. |
|  |  |  |  | Is aware of medications, allergies, food intolerances, etc. |
|  |  |  |  | Avoids unnecessary conversation with staff members while supervising children. |
|  |  |  |  | Listens to children with attention and respect. |
|  |  |  |  | Responds to children’s ideas and suggestions. |
|  |  |  |  | Acknowledges/verbalizes children’s feelings. |
|  |  |  |  | Uses children’s names in positive interactions. |
|  |  |  |  |  |
| **12% Meet Expectation** |  |  |  | Listens and responds respectfully to other adults and children. |
|  |  |  |  | Attentive and loving to children; smiles, holds, and touches when children require. |
|  |  |  |  | Maintains child hygiene. |
|  |  |  |  | Encourages children to develop self-help skills that are appropriate to their age. (Washing their own hands, taking care of personal belongings, provides enough eating utensils, wiping spills, etc.) |
|  |  |  |  | Prepares new activities ahead of time that promotes positive self-esteem (cooking activities). |
|  |  |  |  | Gives staff advance notice about change of activity. |
|  |  |  |  | Does not require children to “wait” for long periods of time for another activity to begin. |
|  |  |  |  | Includes materials and activities that promote understanding of diversity in curriculum. |
|  |  |  |  | Creates opportunities to discuss the value of differences. |
|  |  |  |  | Encourages children to talk about themselves, their families, and customs/traditions. |
|  |  |  |  | Intervenes to stop teasing and rejection due to race and/or physical characteristics. |
| **27% Above Expectation** |  |  |  | Food activities take place in and outside the classroom. |
|  |  |  |  | Carries out plans as written yet remains flexible about changes depending on how group handles lessons. |
|  |  |  |  | Creates group or parent activities or invents games to involve the interests of the children or parents |
|  |  |  |  | Looks for opportunities to help children learn to better reach toward one another and play together in a group setting. |
|  |  |  |  | Aware of interests of each child and builds special relationships with each based on these interests. |
| **Total:** |  |  |  |  |

1. **POLICIES AND PROCEDURES FOR FOOD SERVICE STAFF AND ENVIRONMENT**

| **Rating:** | **Self** |  | **Mgr.** |  |
| --- | --- | --- | --- | --- |
| **0% Unacceptable** |  |  |  | Does not carry through on GACDC’s food service procedures. |
|  |  |  |  | Fails to fill out Meal/Snack Portion Worksheet. |
|  |  |  |  | Does not keep kitchen, dining hall, and storage areas sanitary. |
|  |  |  |  | Does not serve family style and in a relaxed atmosphere. |
|  |  |  |  | Does not keep State food program paperwork current. |
|  |  |  |  | Does not complete job assignment as requested. |
|  |  |  |  | Frequently changes procedures without properly clearing it through leadership team or preparing staff in advance. |
|  |  |  |  | Varies the Menu more than 20 times per year. |
| **12% Meet Expectation** |  |  |  | Organizes food service environment and takes responsibility for maintaining it, including general upkeep. |
|  |  |  |  | Maintains a proper sanitation in kitchen, dinning hall, and storage areas. |
|  |  |  |  | Serves meals and snacks family style and in a relaxed atmosphere. |
|  |  |  |  | Involves staff in general upkeep and tidiness. |
|  |  |  |  | Keeps food program paperwork current. |
|  |  |  |  | Keeps a record of portions and menu preferences for future reference. |
|  |  |  |  | Written menus are posted monthly in advance, and are not altered more than 12 times annually. |
|  |  |  |  | Keeps the annual spending budget allotted for the department and properly approves all spending. |
|  |  |  |  | Knowledge of nutritional requirements. |
|  |  |  |  | Knowledge of proper serving sizes according to CACFP guidelines. |
|  |  |  |  | Maintains proper hygiene and hand washing procedures. |
|  |  |  |  | Is flexible and professional in working with all food service deliveries. |
|  |  |  |  | Able to prepare food independently and in a timely manner. |
|  |  |  |  | Keeps food dated and rotated on a regular basis. |
|  |  |  |  | Keeps food and cleaning supply inventory in proper amounts (including paper towels, gloves, and hand soap). |
|  |  |  |  | Is aware of daily attendance when making food. |
|  |  |  |  | Is flexible in making trips to purchase food when needed. |
|  |  |  |  | Serves meals and snacks according to the preset time schedule. |
|  |  |  |  | Helps to supervise children at meals and snack tables when needed. |
|  |  |  |  | Does dishes daily; does not leave until dishes are washed and put away. |
|  |  |  |  | Provides assistance to other staff members in nutritional activities (picnics, class projects, etc.) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **12% Meet Expectation** |  |  |  | Cleans refrigerator and freezers on a regular basis (at least monthly). |
|  |  |  |  | Cleans stove top and oven on a regular basis (Maintains grill). |
|  |  |  |  | Cleans cupboards inside and out on a regular basis. |
|  |  |  |  | Helps teachers with class serving and with busing tables. |
|  |  |  |  | Floors are swept between each snack and lunch period. |
|  |  |  |  | Considers preferences of children and staff when making menu. |
|  |  |  |  | Introduces new menu items when appropriate. |
| **12% Above Expectation** |  |  |  | Works independently to perform duties. |
|  |  |  |  | Is self-motivated. |
|  |  |  |  | Can cook a sufficient quantity of food in accordance with the CACFP guidelines. |
|  |  |  |  | Meals are child-oriented and presented to children in an interesting fashion. |
|  |  |  |  | Properly fills out Meal/Snack Portion Worksheet forms to properly notify teachers of portion sizes. |
|  |  |  |  | Menus include provision for children/staff members who have intolerances or preferences that differ from the menu. |
|  |  |  |  | Updates and incorporates new ideas and techniques when appropriate. |
|  |  |  |  | Creates a positive team morale through dining room procedures, attitude, and menus. |
|  |  |  |  | Offers Nutritional In-Service to staff. |
| **Total:** |  |  |  |  |

**Comments** (*please feel free to add comments related to your performance evaluation in the appropriate sections below*)

|  |
| --- |
| 1. **Attendance:** |
| 1. **Policy Procedures:** |
| 1. **Parent Interaction:** |
| 1. **Team Leadership Methods:** |
| 1. **Professional Development:** |
| 1. **Interaction with Children:** |
| 1. **Food Service Environment:** |
| **Overall:** |

**Kitchen Manager Evaluation Summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Criteria:** | **Weights:** | **Score:** | **Current wage:** |  |
| 1. Attendance: | 15% |  | Basis Raise: |  |
| 1. Policy Procedures: | 15% |  |  |  |
| 1. Parent Interaction: | 10% |  | Evaluation %: |  |
| 1. Team Leadership Methods | 15% |  |  |  |
| 1. Professional Development: | 15% |  | Raise: |  |
| 1. Interaction with Children: | 15% |  | New wage rate: |  |
| 1. Food Service Environment: | 15% |  |  |  |
| **Total of Evaluation:** | |  |  |  |

**My signature below indicates that I have read and received a copy of my performance appraisal.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee’s Signature:** |  | **Date:** |  |
|  |  |  |  |
| **Evaluator’s Signature:** |  | **Date:** |  |
|  |  |  |  |
| **Evaluator’s Signature:** |  | **Date:** |  |
|  |  |  |  |
| **Director’s Signature:** |  | **Date:** |  |