## **Ridgedale Local Schools:Food Services Evaluation & Goal-Setting Form**

| Employee Name: | Date: |
| --- | --- |
| Evaluator: | School Year |

### **Rating Scale**

| 4 – Exceeds Expectations | Consistently goes above and beyond expectations in this area. |
| --- | --- |
| 3 – Meets Expectations | Consistently meets the standard with quality performance. |
| 2 – Needs Improvement | Sometimes meets expectations; needs additional consistency or support. |
| 1 – Unsatisfactory | Fails to meet expectations in this area; immediate improvement required. |
| N/A | Not applicable or not observed. |

## **Section 1: Professional Responsibilities**

## **1. Food Safety & Sanitation**

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/ Evidence |
| --- | --- | --- | --- | --- |
| Follows all district, state, and federal food safety procedures | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Practices proper food handling, storage, and temperature control | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Maintains a clean, organized, and sanitary workstation | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Follows proper handwashing, glove use, and hygiene requirements | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Completes required safety and sanitation trainings | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |

### **2. Meal Preparation & Service**

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/ Evidence |
| --- | --- | --- | --- | --- |
| Prepares food according to established recipes and guidelines | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Ensures meals meet portion, quality, and presentation standards | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Serves students efficiently and courteously | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Works at an appropriate pace to meet meal service timelines | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Supports special dietary needs as needed | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |

### **3. Operations & Daily Responsibilities**

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/ Evidence |
| --- | --- | --- | --- | --- |
| Accurately completes daily tasks and follows established procedures | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Assists with inventory rotation, stocking, and waste reduction | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Uses kitchen equipment safely and reports malfunctions promptly | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Handles cash or point-of-sale duties accurately (if assigned) | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Supports smooth daily operations and workflow | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |

### **4. Customer Service & Communication**

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/ Evidence |
| --- | --- | --- | --- | --- |
| Interacts courteously with students, parents, and staff | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Maintains positive relationships and contributes to a welcoming environment | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Communicates effectively with coworkers and supervisors | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Responds professionally to concerns or feedback | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |

### **5. Teamwork & Collaboration**

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/ Evidence |
| --- | --- | --- | --- | --- |
| Works cooperatively with other staff and supervisors to complete tasks | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Demonstrates flexibility when duties or schedules change | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Assists colleagues as needed to support meal operations | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Contributes to a positive and respectful team culture | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |

### **6. Attendance, Reliability, & Professionalism**

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/ Evidence |
| --- | --- | --- | --- | --- |
| Reports to work on time and follows attendance expectations | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Follows district policies and kitchen procedures consistently | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Demonstrates integrity, professionalism, and respect | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Accepts feedback and works toward continuous improvement | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |

## **Section 2: Goal Setting**

(Set 1–3 specific, measurable, and realistic goals.)

| Goal | Action Steps | Timeline / Target Date | Progress Check |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## **Self-Evaluation/Check In**

|  | Name | Date |
| --- | --- | --- |
| Staff: |  |  |
| Evaluator: |  |  |
| Comments: |  | |

## **Mid-Year Check-In**

| Date | Progress Toward Goals | Notes / Adjustments |
| --- | --- | --- |

## 

|  | Name | Date |
| --- | --- | --- |
| Staff: |  |  |
| Evaluator: |  |  |
| Comments: | | |

## **Final Evaluation**

| Date | Progress Toward Goals | Notes / Adjustments |
| --- | --- | --- |

## 

|  | Name | Date |
| --- | --- | --- |
| Staff: |  |  |
| Evaluator: |  |  |
| Comments: | | |

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