

RSU No. 5
School Nutrition Employee Evaluation

Name:
Date:

Job Title:
School:

1. Does Not Meet Expectations	2. Partially Meets Expectations	3. Meets Job Expectations	4. Exceeds Job Expectations
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	Rating	NA		Comments
Job qualifications are met				
Communicates effectively				
Maintains all records in a thorough, and timely matter				
Presents a courteous and friendly manner with students				
Demonstrates flexibility and cooperation				
Is a good team player				
Ability to accepts and follows directions				
Demonstrates proper use and care of equipment				
Practices good sanitation habits				
Maintains good attendance and is punctual				
Is willing to accept direction				
Ability to work independently				
Is neat and follows dress requirements				

Areas of Strength:

Areas for Growth:

Satisfactory

If 50% or more of the indicators receive a 3 or 4, it indicates a satisfactory rating.

Unsatisfactory

More than 50% of the indicators receiving a 1 or 2 indicates an unsatisfactory rating. Employees receiving an unsatisfactory rating will meet with administration to develop an action plan that addresses areas of concern. Re-evaluations may be part of this action plan.

Employee's Response:

Evaluator: _____

Date: _____

School Employee: _____

Date: _____