

**CHILD NUTRITION PERFORMANCE APPRAISAL**  
**Child Nutrition Assistant**

School: \_\_\_\_\_ School Year: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Certified: \_\_\_\_\_

Rating: _____
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**Instructions:**

1. Rate the employee on a five-point scale which is defined as follows:
  - 5 = Superior Performance
  - 4 = Exceeds Performance Expectations
  - 3 = Meets Performance Expectations
  - 2 = Needs Improvement
  - 1 = Performs Unsatisfactorily
  - NA = Not Applicable to this employee's job
- All rankings should be supported with a comment, rankings below a 3 must have a detailed comment.**
2. The child nutrition assistant is provided a space to react to the ratings and may write in comments.
3. This evaluation must be explained to the employee in person with a discussion of the results and any recommended action.
4. The child nutrition assistant and the manager **must** sign this form in the assigned spaces.
5. This form will be filed in the child nutrition assistants' personnel file.

1. Prepares food which looks and tastes good Samples food before putting on line.	5	4	3	2	1	NA
<i>Manager Comments:</i> _____						

2. Has a good knowledge of measurements and use of scales.	5	4	3	2	1	NA
<i>Manager Comments:</i> _____						

3. Follows recipes and catches recipe errors.	5	4	3	2	1	NA
<i>Manager Comments:</i> _____						

4. Promotes and maintains high standards of sanitation.	5	4	3	2	1	NA
<i>Manager Comments:</i> _____						

5. Follows work schedule without being told.	5	4	3	2	1	NA
<i>Manager Comments:</i> _____						

6. Completes work in the allotted time with little supervision and uses time effectively. Helps others when done with tasks early.	5	4	3	2	1	NA
<i>Manager Comments:</i> _____						

7. Treats all customers with respect and promotes the Superintendent's core values which are excellence; teamwork; professionalism; problem solving and a positive attitude.	5	4	3	2	1	NA
<i>Manager Comments:</i> _____						

8. Co-operates with other employees. Flexible, helpful, and communicates well with co-workers.	5	4	3	2	1	NA
<i>Manager Comments:</i> _____						

9. Wears clean and acceptable uniform and shoes.	5	4	3	2	1	NA
<i>Manager Comments:</i> _____						

10. Follows Child Nutrition dress code policy as outlined in employee handbook and dresses appropriately.	5	4	3	2	1	NA
<i>Manager Comments:</i> _____						

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**Child Nutrition Assistant**

11. Keeps work area clean, neat, and sanitized.	5	4	3	2	1	NA
<i>Manager Comments:</i> _____						
12. Assists manager to assure that food, supplies and equipment are adequate for efficient operation.	5	4	3	2	1	NA
<i>Manager Comments:</i> _____						
13. Receives and stores food and supplies in accordance with guidelines.	5	4	3	2	1	NA
<i>Manager Comments:</i> _____						
14. Stores food according to HAACP procedures.	5	4	3	2	1	NA
<i>Manager Comments:</i> _____						
15. Assists manager with completion of daily records and reports. Completes daily HAACP reports.	5	4	3	2	1	NA
<i>Manager Comments:</i> _____						
16. Provides excellent customer service for all staff and students.	5	4	3	2	1	NA
<i>Manager Comments:</i> _____						
17. Helps establish a pleasant and positive image in the cafeteria. Maintains professional conduct at all times with all persons including vendors and other school staff.	5	4	3	2	1	NA
<i>Manager Comments:</i> _____						
18. Observes safety practices without being reminded. Follows proper SFS and HAACP procedures.	5	4	3	2	1	NA
<i>Manager Comments:</i> _____						
19. Accepts responsibility for other duties when assigned.	5	4	3	2	1	NA
<i>Manager Comments:</i> _____						
20. Co-operates and is respectful at all times with the Manager.	5	4	3	2	1	NA
<i>Manager Comments:</i> _____						
21. Employee arrives and leaves at scheduled times	5	4	3	2	1	NA
<i>Manager Comments:</i> _____						
22. Employee has a good attendance record	5	4	3	2	1	NA
<b>Number of absences:</b>	<b>[0-1]</b>	<b>[2-3]</b>	<b>[4-5]</b>	<b>[5-6]</b>	<b>[7 or more]</b>	
w/out approved leave of absence						
<i>Manager Comments:</i> _____						

**CHILD NUTRITION PERFORMANCE APPRAISAL**  
**Child Nutrition Assistant**

Manager's Summary Comments:

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Child Nutrition Assistant's Reactions to Appraisal:

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\_\_\_\_\_  
Manager's Signature and Date

\_\_\_\_\_  
Employee's Signature and Date

(Signature indicates that the written evaluation has been read and discussed)

**Summary of evaluation:**

**Rating:** \_\_\_\_\_

Total # of 5      x   5   =       
Total # of 4      x   4   =       
Total # of 3      x   3   =       
Total # of 2      x   2   =       
Total # of 1      x   1   =       
**TOTAL**         **TOTAL**     

- 1. Total the number of 5s, 4s, etc. the employee received**
- 2. Write the number in the location shown.**
- 3. Add the number to obtain a total.**
- 4. Multiply the total of each category by the numbers shown.**
- 5. Add number to obtain total.**
- 6. Divide the second total by the first total. Answer is rating.**