

Performance Evaluation Report for Nutrition Services Employees



Spokane Public Schools
excellence for everyone

Type of Evaluation: Annual 60-Day Other

Name _____ Date _____

Title _____ Location _____

KEY: S – Satisfactory R – Requires Improvement U – Unsatisfactory

The “R” and “U” ratings require specific comments and documentation.

JOB PERFORMANCE

1. Demonstrates competencies in the areas of sanitation and safety.
2. Comprehends established priorities and organization with facilities, supplies, and time.
3. Maintains good attendance and is on time for work on a regular basis.
4. Quality of Work – Employee completes assigned work conscientiously and in a quality manner.
5. Performs job duties in a professional and flexible manner.
6. Skilled in all aspects of job responsibilities.

PERSONAL SKILLS

1. Interacts effectively with others in the workplace; demonstrates teamwork and exhibits sound judgment and common sense.
2. Supports and maintains a positive work environment that promotes equity, courtesy, and respect for all students, staff, co-workers, and the community.
3. Conducts work responsibilities in a professional and positive manner with positive attitude and teamwork.

ACTIVITIES CONTRIBUTING TO PROFESSIONAL GROWTH

