

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERFORMANCE EVALUATION FOR FOOD SERVICES EMPLOYEES (Workers, Helpers and Cooks)

Last Name: _____ First Name: _____ Emp. # _____
Job Title: _____ School/Work Location: _____
Report from _____ to _____ Indicate time period during which employee is being evaluated.
(Date) (Date)

1. **ATTENDANCE:** Note the number of hours absent during the past year (excluding religious holidays, vacations, FMLA and school holidays or recesses) from official time sheets.

Comments on Attendance: _____ Payperiod

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	SUB TTL
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Total Hours Absent _____

Comments on Punctuality: _____
If Below Standards or Exceeds Standards is checked,
Please see Paragraph 5 or 7 on the reverse side of this form
Exceeds Standards

Meets Standards
Below Standards
Supporting Comments
Made by Supervisor

2. **FOOD SERVICE SKILLS**

Food Preparation Skills

- a. Follows standardized recipes and proper portion control. ☐ ☐ ☐
- b. Prepares food close to service time. ☐ ☐ ☐
- c. Prepares and serves food at correct temperature. Hot foods served hot, minimum of 135°. Cold foods served cold, maximum of 41°. ☐ ☐ ☐
- d. Merchandises food in an attractive manner. ☐ ☐ ☐
- e. Works efficiently and follows work schedules. ☐ ☐ ☐
- f. Maintains work areas neat and clean.

Sanitation and Safety Skills

- g. Uses and cares for food service equipment properly, including conservation of natural resources. ☐ ☐ ☐
- h. Follows established food safety requirements, such as time-temperature control, proper hand washing and dishwashing procedures. ☐ ☐ ☐
- i. Ensures that all safety procedures are followed, including proper body mechanics and prevention of slips and falls. ☐ ☐ ☐

Technical Skills

- j. Ensures compliance with meal component requirements, including Offer vs. Serve at point of service. ☐ ☐ ☐
- k. Accounts for meals in the appropriate eligibility category accurately at point of service. ☐ ☐ ☐
- l. Calculates and collects money for food sales accurately, including correct prices and portions. Safeguards money, food and supplies. ☐ ☐ ☐
- m. Accurately and neatly prepares and calculates data for reports such as food production records, a la carte sales reports and meal control sheets. ☐ ☐ ☐

3. **WORK HABITS**

- a. Consider attendance and punctuality, dependability. ☐ ☐ ☐
- b. Consider responsibility, compliance with instructions, ability to work without close supervision, personal and uniform cleanliness. ☐ ☐ ☐

4. **RELATIONSHIPS WITH OTHERS**

- a. Consider working relationship with employees and supervisors. ☐ ☐ ☐
- b. Consider customer service skills towards faculty, parents and students. ☐ ☐ ☐

5. **OVERALL WORK PERFORMANCE**

☐ ☐ ☐

Signature of Cafeteria Manager *Date*

Signature of Reviewer (optional) *Date*

Place a (*) next to each lettered factors that does not apply to this employee.
Do not rate these factors
F.S. Branch Form P-38.147 (Rev. 4/0)

EMPLOYEE: The signing of this Performance Evaluation is merely an acknowledgment of having seen and discussed the evaluation. Your signature does not necessarily imply agreement with the conclusions of your supervisor. If you wish, you may attach a rebuttal or explanation.

Signature of Employee or Witness *Date*

SEE OTHER SIDE

INSTRUCTIONS FOR PREPARING PERFORMANCE EVALUATION FORMS FOR FOOD SERVICE (Workers, Helpers and Cooks)

1. An evaluation must be completed at least once a year for each regular employee who is not serving an initial probation period. Every reasonable effort should be made to evaluate employees prior to the last working day in May.
2. The evaluation is to be completed by the employee's supervisor who is immediately responsible for the work of the employee. This is usually the Cafeteria Manager.
3. The evaluation is recorded by placing an "X" in the appropriate box opposite the factor being evaluated. Written comments are required for all factors being evaluated. Evaluations should be based on observations or knowledge and not upon unsubstantiated charges or rumors. No evaluation can be based on derogatory materials in the employees personnel file unless the employee has been given prior notice and opportunity to review and attach his or her comments to such material.

The supervisor should:

- a. Discuss the evaluation with the employee.
- b. Sign the performance evaluation form and obtain the signature of the employee in triplicate.
- c. Give the employee a copy of the completed form. If the employee has left the work location, forward copy to the Food Services Personnel Department with a note attached requesting that it be mailed to the employee.
- d. Retain a copy for the Cafeteria Manager's files. Send the original to your Area Food Services Supervisor.
- e. Follow the above procedures whether or not the employee signs the evaluation. If the employee refuses to sign, so indicate on the employee signature line.

USE OF ATTENDANCE GRID AND COLUMNS

4. **Attendance.** A number should be placed in the appropriate box to indicate the number of hours for each day the employee was absent due to illness, industrial injury, bereavement, personal necessity or unauthorized (unpaid) time away from the job (excluding holidays, religious holidays, vacations, school holidays, pupil free days and recesses). FMLA related absences will be recorded by an "F" and number of hours (for example, F-3). Amount of hours for FMLA should not be included in total hours absent or for evaluation purposes.
5. **Exceeds Standards.** This means that performance for the factor being rated is consistently and noticeably above a proficient level. This performance is clearly obvious. If the employee's work is truly exceptional and worthy of special notice and commendation, a Notice of Outstanding Work Performance, Form 8254, may also be used.
6. **Meets Standards.** This means that performance for the factor being rated is consistently at a proficient level. The employee has, overall, achieved the expected level of performance.
7. **Below Standards.** If any factor is rated below standards, the following must be included on the Supplemental Evaluation (Form # P-38.124).
 - a. A statement of the problem or concern.
 - b. The desired improvement.
 - c. Suggestions as to how to improve.
 - d. Provisions for assisting the employee.

Continued failure to show improvement may lead to the preparation of a Notice of Unsatisfactory Service (LAUSD Form 5302-12).

8. **Classification of Position:** If there is doubt whether a job duty is appropriate to the current classification, call the Personnel Commission, Classification Section at (213) 241-7881.

BARGAINING UNIT EMPLOYEES

Employees who disagree with the evaluation have the right to appeal the evaluation to the appropriate branch administrator, division head or a designated representative. Employees may be represented by a representative at the appeal if they so desire.

No grievance arising under the evaluation procedures article of the collective bargaining agreement may challenge the substantive objectives, standards, or criteria determined by the evaluator or the District, nor may it contest the judgment of the evaluator. Grievances concerning the evaluation are limited to claims that the evaluation procedures set forth in the collective bargaining agreement have not been followed.