

ROCKINGHAM COUNTY  
SCHOOLS

**Classified Employee Evaluation  
School Nutrition Department**

Classified Employee Evaluation	School Nutrition
Employee Name:	
Job Title/Position:	
Location:	
Date:	
Evaluator/Title:	

**Above Standard (AS)**– This rating is given to employees who consistently exceed the majority of expectations. They are often mentors or assist their colleagues. These employees take on extra projects and tasks, need minimal supervision, are self-reflective of their performance and demonstrate professionalism in all aspects of their position.

**At Standard (S)**– This rating is given to employees who consistently meet expectations and consistently demonstrate competence at an expected level.

**Below Standard (BS)** – This rating is given to employees who consistently do not meet all expectations.

Responsibility	AS	S	BS
1. Demonstrates knowledge of school nutrition guidelines and procedures.			
2. Observes school rules and procedures.			
3. Maintains confidentiality of student, family, and staff information.			
4. Accurately counts and follows cash handling procedures.			
5. Understands and follows written and verbal instructions.			
6. Accepts responsibility for actions.			
7. Helps co-workers with tasks when necessary.			
8. Correctly cares for and uses equipment properly.			
9. Follows recipes.			
10. Keeps manager informed of food and supplies needed.			
11. Works effectively when under pressure.			
12. Keeps manager informed of equipment problems.			
13. Maintains a clean and attractive serving area.			
14. Participates in training opportunities to meet CEU requirements.			
15. Adheres to School Nutrition uniform requirements and maintains a clean and neat appearance.			
Comments:			

Attendance	AS	S	BS
1. No unexcused absences.			
2. Is punctual and begins work at designated time.			
3. Notifies appropriate individuals at least TWO hours prior to the start of their scheduled shift if they will be absent.			
Comments:			

Communication/Human Relations	AS	S	BS
1. Works collaboratively; respectful and tolerant of diverse backgrounds and opinions.			
2. Works successfully in a team environment.			
3. Accepts direction, instruction, and constructive correction in a positive manner.			
4. Handles difficult situations with courtesy and tact.			
5. Communicates in a respectful and courteous manner with peers, vendors, staff, STUDENTS, and PARENTS.			
6. Represents school nutrition in a positive manner.			
7. Works as part of the team.			
Comments:			

Time Management	AS	S	BS
1. Demonstrates ability to work without close supervision.			
2. Refrains from excessive break time and socializing.			
3. Consistently meets the daily work schedules.			
4. Follows Telephone/Cell Phone at work Procedure.			
Comments:			

Manager/Administrator Comments:

Employee Comments:

**Employee**

Signature: \_\_\_\_\_ /Date \_\_\_\_\_

**Manager/Administrator**

Signature: \_\_\_\_\_ /Date \_\_\_\_\_