

**COLLEGE OF EDUCATION  
EXPERIMENTAL EDUCATION UNIT  
EVALUATION OF EDUCATORS (KITCHEN PERSONNEL)**

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

Evaluation Period: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

Codes: 1 = Poor; 2 = Below Average; 3 = Average; 4 = Very Good; 5 = Outstanding

Evaluated by: Observation = O; Product = P

**Competence and Quality - Work**

1. Daily menu incorporates variety.  
1   2   3   4   5 (P)
2. Daily menu is nutritionally balanced.  
1   2   3   4   5 (P)
3. Menu is easy to read and understand.  
1   2   3   4   5 (P)
4. Adheres to menu.  
1   2   3   4   5 (P)
5. Food looks/tastes appealing.  
1   2   3   4   5 (P)
6. Food presentation is functional for classroom use.  
1   2   3   4   5 (P)
7. Food trays are complete.  
1   2   3   4   5 (P)
8. Food ordering is organized to avoid shortages and menu changes.  
1   2   3   4   5 (P)
9. When ordering food, adheres to bid contract whenever possible.  
1   2   3   4   5 (P)
10. Regularly cleans kitchen surfaces and appliances.  
1   2   3   4   5 (O)
11. Dirty dishes are stacked neatly; stack is kept small.  
1   2   3   4   5 (O)

12. Dishes and utensils (in labeled cupboards and drawers are accessible and easy to find.

1 2 3 4 5 (O)

13. Adheres to meal and snack schedule.

1 2 3 4 5 (O)

14. Attends regularly.

1 2 3 4 5 (O)

15. Applies knowledge of school food program.

1 2 3 4 5 (O)

16. Functions independently.

1 2 3 4 5 (O)

**Interaction with teachers/parents/children/team members**

1. Works cooperatively with teachers/staff.

1 2 3 4 5 (O)

2. Maintains positive attitude toward teachers/staff.

1 2 3 4 5 (O)

3. Gives appropriate feedback to teachers/staff.

1 2 3 4 5 (O)

4. Accepts feedback appropriately from teachers/staff.

1 2 3 4 5 (O)

5. Regularly attends staff meetings.

1 2 3 4 5 (O)

6. Shares information/knowledge.

1 2 3 4 5 (O)

7. Maintains a positive attitude toward parents.

1 2 3 4 5 (O)

8. Follows up on requests for information.

1 2 3 4 5 (O)

9. Connects families with appropriate community agencies.

1 2 3 4 5 (O)

10. Maintains a positive relationship with children (students).

1 2 3 4 5 (O)

11. Interacts with children in adherence to IEP and classroom goals as much as possible.

1   2   3   4   5

(O)

Employee Signature: \_\_\_\_\_

Supervisors' Signature: \_\_\_\_\_

\_\_\_\_\_