

Sequatchie Valley Head Start

Nutrition Worker Performance Evaluation

Name: _____

Date: _____

Check one: Annual Review
 Progress Review

Center: _____

Instructions: Lead teacher, please complete in pencil. Each section should have goals listed. If the employee being evaluated receives an unsatisfactory or needs improvement rating, please list a goal for that item. If an employee is rated "exceeds basic job requirements," please provide documentation of the behavior qualifying the employee for this rating under comments, at the end of the section.

Section A: Food Purchasing

	Unsatisfactory	Needs Improvement	Meets basic job requirements	Exceeds basic job requirements
1. Attendance and punctuality-arrives on time.	_____	_____	_____	_____
2. Purchases food from a vendor or grocery store, shopping for the best quality at the best price.	_____	_____	_____	_____
3. Plans menu purchases on a weekly basis, keeping grocery store visits to a minimum. Purchases food well enough in advance.	_____	_____	_____	_____
4. Carefully documents all food purchases on a purchase order and submits to the HSO weekly.	_____	_____	_____	_____
5. Secures approval (through purchase order request) for purchase of non-food items or food items bought for use other than for the daily menus.	_____	_____	_____	_____
6. Properly stores food items at the center.	_____	_____	_____	_____

Comments: _____

Goals: _____

Section B: Food Preparation

	Unsatisfactory	Needs Improvement	Meets basic job requirements	Exceeds basic job requirements
1. Prepares breakfast, lunch, and snack for the class(es) ensuring the meals are prepared on time, and are appealing to taste and to sight.	_____	_____	_____	_____
2. Follows scheduled menus keeping substitutions to a minimum-not more than once a week or 4 times a month. Gets management staff approval for substitutions.	_____	_____	_____	_____
3. Maintains a safe and sanitary kitchen following the guidelines established by the Tennessee Department of Health.	_____	_____	_____	_____
4. Assists with nutrition education for the children by planning and carrying out cooking or other nutrition activities with the children in the classroom.	_____	_____	_____	_____
5. Assists in providing nutritious food for the parent meetings or other special events, following H.S. guidelines for low fat, low sugar, low salt.	_____	_____	_____	_____
6. Sits down and eats with the children encouraging the children to sample the variety of food offered by the program.	_____	_____	_____	_____

Comments: _____

Goals: _____

Section C: Recordkeeping/Accountability
(1 & 2 to be completed by V. Mears)

	Unsatisfactory	Needs Improvement	Meets basic job requirements	Exceeds basic job requirements
1. Maintains daily records: meal counts, menu worksheet	_____	_____	_____	_____
2. Turns in monthly paperwork, including monthly inventory of all food items, to HSO by due date.	_____	_____	_____	_____
3. Attitude towards:	_____	_____	_____	_____
a. Children	_____	_____	_____	_____
b. Parents	_____	_____	_____	_____
c. Other center staff	_____	_____	_____	_____
d. Management staff	_____	_____	_____	_____
e. Volunteers	_____	_____	_____	_____
4. Ability to work with others	_____	_____	_____	_____
5. Reliability when not supervised	_____	_____	_____	_____
6. Initiative, taking responsibility	_____	_____	_____	_____
7. Adaptability to work extra hours as needed or changing work hours.	_____	_____	_____	_____
8. Accepting and benefiting from constructive criticism. Practicing confidentiality.	_____	_____	_____	_____

Comments: _____

Goals: _____

Section D: Professional Growth

- 1. Attends inservices/workshops/conferences/courses to enhance personal and professional growth.
- 2. Attends center staff meetings.

Comments: _____

Goals: _____

Unsatisfactory

Needs Improvement

Meets basic job requirements

Exceeds basic job requirements

_____	_____	_____	_____
_____	_____	_____	_____

Section E: Interaction with Parents

- 1. Keeps a current menu posted in the center on the parent bulletin board.
- 2. Availability/willingness to discuss menu concerns with parents.
- 3. Assists volunteers and community participants in their volunteer assignments as required.
- 4. Encourages parent/volunteer participation; secures in-kind.
- 5. Willingness to prepare food/assist with parent meetings.

Comments: _____

Goals: _____

Unsatisfactory

Needs Improvement

Meets basic job requirements

Exceeds basic job requirements

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Section F: Work Habits

	Unsatisfactory	Needs Improvement	Meets basic job requirements	Exceeds basic job requirements
1. Conforms to agency policies and procedures.	_____	_____	_____	_____
2. Dresses appropriately.	_____	_____	_____	_____
3. Maintains a clean and orderly work area.	_____	_____	_____	_____
4. Notifies Lead Teacher when work absence is expected.	_____	_____	_____	_____
5. Completes special assignments from supervisors.	_____	_____	_____	_____
6. Substitutes in classroom as needed, ensuring adult supervision at all times.	_____	_____	_____	_____

Comments: _____

Goals: _____

Supervisor completing evaluation: _____

Date completed: _____

NUTRITION WORKER SCORING PAGE

Step one	Section A	Section B	Section C	Section D	Section E	Section F
# of "unsatisfactory"	0	0	0	0	0	0
# of "needs improvement"	x 1 =	x 1 =	x 1 =	x 1 =	x 1 =	x 1 =
# of "meets basic job requirement"	x 2 =	x 2 =	x 2 =	x 2 =	x 2 =	x 2 =
# of "exceeds basic job requirement"	x 3 =	x 3 =	x 3 =	x 3 =	x 3 =	x 3 =
Total of each section.	_____	_____	_____	_____	_____	_____

Step two - Section average

Take the total of each section (from above) and divide by the number of items in each section to get the average for each section.

Section A total _____ divided by 6 = _____

Section B total _____ divided by 6 = _____

Section C total _____ divided by 12 = _____

Section D total _____ divided by 2 = _____

Section E total _____ divided by 5 = _____

Section F total _____ divided by 6 = _____

Overall Averages

Average 1.5 or less = Poor.	Average 1.6 - 1.9 = Needs Improvement	Average 2 - 2.84 = Satisfactory	Average > or 2.85 = Excellent
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Overall average

Section A total (20%)* _____ + _____

*(Record this total two times.)

Section B total (30%)* _____ + _____

*(Record this total three times)

Section C total (20%)* _____ + _____

*(Record this total two times.)

Section D total (10%) _____ + _____

Section E total (10%) _____ + _____

Section F total (10%) _____ + _____

Total _____

Total _____ divided by 10 = _____ (Overall Average)

Overall average score in poor or excellent range requires approval by Head Start Director.

I have reviewed and discussed the performance notes and recommended improvements for this appraisal and received a copy for use in follow-up planning and performance reviews. Employee's signature does not necessarily indicate agreement with the appraisal, but signifies awareness of content.

Employee's Signature	Date
Rater's Signature	Date