

6. Follows established sanitary techniques while preparing and serving food and while handling clean utensils.							
<u>Employee</u>				<u>Supervisor</u>			
Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply
7. Performs job activities in a timely efficient manner and displays a willingness to work beyond the end of the scheduled work time as the infrequent need arises.							
<u>Employee</u>				<u>Supervisor</u>			
Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply
8. Observes and promotes safe work practices and procedures.							
<u>Employee</u>				<u>Supervisor</u>			
Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply
9. Maintains kitchen work areas, equipment, and utensils in a clean and orderly condition including but not limited to: sweeping and mopping floors; washing tables, walls, and equipment as directed; and washing pots and pans according to established procedures.							
<u>Employee</u>				<u>Supervisor</u>			
Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply
10. Performs other duties as assigned by the Director of Food Services in accordance with the college/system policies and practices.							
<u>Employee</u>				<u>Supervisor</u>			
Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Apply

Employee Comments (Part 1):

Supervisor Comments (Part 1):

PART TWO: FOOD SERVICES EVALUATIONS

PROFESSIONAL DEVELOPMENT AND GOALS

Please use the extra page at the end of this document to provide additional information.

Do you have any questions about your job responsibilities as outlined in your position description? If so please list and/or evaluate any changes to your job or additional duties/responsibilities.

What changes would you like to see made to your job that would improve your performance and be beneficial to the college and what are your job goals for the upcoming year?

What accomplishments would you like to see your department or Southern Union as a whole achieve in the next three to five years?

What are your greatest strengths and in what area would you like to gain more experience, training, or education? List any training and/or professional development activities that you have participated in and were they helpful?

PART THREE: SERVICE

Are there ways in which you contribute your time and talents to Southern Union that go beyond your job description and do you participate in any community service or civic club activities. If so, what are they?

Employee Comments:

Supervisor Comments:

Acknowledgement:
My signature below acknowledges that I have read and discussed my evaluation with my supervisor. My signature does not imply agreement with the evaluation. (The information submitted and any responses will be placed into the individual's personnel file.)

Employee:

Date:

Supervisor:

Date:

Additional Comments: