

- ☐ 1st Year   ☐ 2nd Year   ☐ 3rd Year  
☐ Employed Longer than 3 Years

## Aberdeen School District 6-1 Food Service Lunchroom Supervisor Evaluation

- ☐ Recommended for Continued Employment  
☐ Recommended for Continued Employment with Reservations  
☐ Not Recommended for Continued Employment

Employee \_\_\_\_\_ Work Location \_\_\_\_\_ School Year \_\_\_\_\_

KEY:    S – Satisfactory                      ND – Needs Development                      U - Unsatisfactory

**A. WORK HABITS**

1. Performs duties efficiently
2. Utilizes time appropriately
3. Maintains organized and safe work area
4. Insures confidentiality of information
5. Adheres to regulations
6. Shows initiative
7. Demonstrates flexibility

| S | ND | U |
|---|----|---|
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**B. INTERPERSONAL SKILLS**

1. Shows respect for others
2. Shows sensitivity to the needs of others
3. Displays effective listening skills
4. Communicates problems and concerns effectively and courteously

| S | ND | U |
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**C. DEPENDABILITY**

1. Works independently of close supervision
2. Maintains an acceptable attendance record
3. Arrives on time and ready to work

| S | ND | U |
|---|----|---|
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**D. ATTITUDE**

1. Demonstrates a positive feeling for work
2. Accepts difficult assignments
3. Accepts supervision re: direction, improvement
4. Acts professionally on the job site

| S | ND | U |
|---|----|---|
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**E. STUDENT MANAGEMENT SKILLS**

1. Reinforces student behavioral expectations consistently
2. Maintains dignity of the students at all times
3. Offers encouragement when appropriate
4. Demonstrates dedication and loyalty to students and staff
5. Acts as a good role model for children and others

| S | ND | U |
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**F. OTHER**

1. Presents appropriate appearance
2. Follows appropriate safety guidelines
3. Maintains accurate reports/records
4. Provides emergency assistance when needed
5. Participates in and takes advantage of educational opportunities

| S | ND | U |
|---|----|---|
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**NOTE: (ND and U marks must be explained and attached to this evaluation.)**

SUGGESTIONS FOR GROWTH:

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COMMENTS:

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EMPLOYEE

I have read the contents of this evaluation and understand that my signature does not necessarily indicate agreement. I have a right to attach my response to this evaluation.

\_\_\_\_\_  
Signature of Employee                      Date

\_\_\_\_\_  
Signature of Evaluator                      Date

# ABERDEEN SCHOOL DISTRICT 6-1

## FOOD SERVICE LUNCHROOM SUPERVISOR EVALUATION RUBRIC

| <u>Category</u>   | <u>S - Satisfactory</u>   | <u>ND - Needs Development</u>   | <u>U - Unsatisfactory</u>                                     |
|---|---|---|---|
| <b>A. WORK HABITS</b>   |   |   |   |
| 1. Performs duties efficiently                                    | Completes duties  | Completes most duties but has to be asked to do more                                | Struggles with current duties and is unwilling to do more     |
| 2. Utilizes time appropriately                                    | Works independently with minor supervision  | Often needs direction and guidance  | Never seeks work, has to be told what to do all of the time   |
| 3. Maintains organized and safe work area                         | Area is usually neat, safe, and attractive  | Frequent clean-up of area is necessary  | Work area is cluttered and/or unsafe                          |
| 4. Insures confidentiality of information                         | Always maintains confidentiality  | Needs reminders about keeping information confidential                              | Does not keep information confidential                        |
| 5. Adheres to regulations   | Cooperates in carrying out regulations and directions                               | Supports only the regulations and directions he/she agrees with                     | Does not cooperate in carrying out regulations and directions |
| 6. Shows initiative   | Conscientious about quality and makes few errors/mistakes                           | Careless about quality of work  | Unconcerned about work quality                                |
| 7. Demonstrates flexibility                                       | Meets/exceeds quantity of work assigned   | Needs reminders to complete assigned work   | Rarely completes assigned work                                |
| <b>B. INTERPERSONAL SKILLS</b>                                    |   |   |   |
| 1. Shows respect for others                                       | Is pleasant, cooperative, and tactful   | Occasionally lacks patience with others   | Is judgmental and critical of others                          |
| 2. Shows sensitivity to the needs of others                       | Displays a caring and understanding attitude  | Seldom recognizes the needs of others   | Frequently insensitive to the needs of others                 |
| 3. Displays effective listening skills                            | Openly communicates with students, parents, and co-workers                          | Refrains from communication and interactions with students, parents, and co-workers | Avoids communication and interaction                          |
| 4. Communicates problems and concerns effectively and courteously | Shares problems and concerns in a professional manner; offers ideas and suggestions | Complains about problems and concerns to co-workers instead of supervisor           | Creates an unpleasant work environment                        |

| <u>Category</u>  | <u>S - Satisfactory</u>   | <u>ND - Needs Development</u>   | <u>U - Unsatisfactory</u>   |
|--|---|---|---|
| <b>C. DEPENDABILITY</b>                                      |   |   |   |
| 1. Works independently of close supervision                  | Seldom needs guidance in decision-making                                    | Needs guidance to determine necessary information for decision-making           | Avoids making decisions   |
| 2. Maintains an acceptable attendance record                 | Rarely absent   | Frequently absent from work   | Excessive absences create hardships for other employees                     |
| 3. Arrives on time and ready to work                         | Is rarely late and in attendance most of the time                           | Frequently late or absent for work/meetings                                     | May be late, or not show-up at all for work/meetings                        |
| <b>D. ATTITUDE</b>   |   |   |   |
| 1. Demonstrates a positive feeling for work                  | Promotes positive climate in work area                                      | Periodically displays a negative attitude                                       | Critical, humorless, negative, and judgmental                               |
| 2. Accepts difficult assignments                             | Willing to accept responsibility  | Avoids responsibility   | Does not willingly accept responsibility                                    |
| 3. Accepts supervision re: direction, improvement            | Willingly accepts direction and suggestions for improvement from supervisor | Occasionally resists direction and suggestions for improvements from supervisor | Generally resists direction and suggestions from supervisor; insubordinate  |
| 4. Acts professionally on the job site                       | Displays professionalism in all situations                                  | Occasionally lacks professionalism  | Often lacks professionalism   |
| <b>E. STUDENT MANAGEMENT SKILLS</b>                          |   |   |   |
| 1. Reinforces student behavioral expectations consistently   | Shows responsibility for equipment use and maintenance                      | Lacks responsibility for equipment use and maintenance                          | Irresponsible in the use of equipment                                       |
| 2. Maintains dignity of the students at all times            | Willingly and efficiently cleans work areas                                 | Needs reminders to clean assigned areas   | Refuses cleaning assignments or performs cleaning in an unacceptable manner |
| 3. Offers encouragement when appropriate                     | Always follows appropriate safety guidelines                                | Careless about following safety guidelines                                      | Ignores importance of following safety guidelines                           |
| 4. Demonstrates dedication and loyalty to students and staff | Regularly supports students and staff                                       | Supports students and staff when convenient                                     | Seldom supports students and staff  |
| 5. Acts as a good role model for children and others         | Models and inspires others to highest standards                             | Models standards only when felt appropriate                                     | Models inappropriate behavior for others                                    |

| <u>Category</u>   | <u>S - Satisfactory</u>                              | <u>ND - Needs Development</u>                    | <u>U - Unsatisfactory</u>                                      |
|---|--|--|--|
| F. OTHER  |  |  |  |
| 1. Presents appropriate appearance                                  | Looks professional                                   | Lacks attention to detail in appearance          | Constantly displays unacceptable appearance                    |
| 2. Follows appropriate safety guidelines                            | Always follows appropriate safety guidelines         | Careless about following safety guidelines       | Ignores importance of following safety guidelines              |
| 3. Maintains accurate reports/records                               | Records/reports are current and accurate             | Careless about record keeping                    | Does not keep current and accurate records                     |
| 4. Provides emergency assistance when needed                        | Reacts to emergencies professionally and efficiently | Reaction to emergencies is slow and inconsistent | Does not take responsibility or show initiative in emergencies |
| 5. Participates in and takes advantage of educational opportunities | Displays life-long learner attitude                  | Occasionally attends educational opportunities   | Rarely attends educational opportunities                       |