

**FOOD SERVICE COOK  
Summative Appraisal Form**

Name \_\_\_\_\_ Location \_\_\_\_\_

Appraisal Period: From \_\_\_\_\_ to \_\_\_\_\_ Date of Review \_\_\_\_\_

**Directions**

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

**Rating Scale**

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

**JOB PERFORMANCE STATEMENTS**

**Food Preparation and Serving**

- \_\_\_\_ 1. Prepares quality food according to a planned menu of tested, uniform recipes and ensures proper temperature.
- \_\_\_\_ 2. Serves food according to meal schedules, departmental policies, and procedures.
- \_\_\_\_ 3. Practices and promotes portion control and proper use of leftovers.
- \_\_\_\_ 4. Supervises storage and handling of food items and supplies. Maintains a clean and organized storage area.
- \_\_\_\_ 5. Stocks serving areas including serving line, salad bars, milk boxes and assists fellow workers as situations arise.
- \_\_\_\_ 6. Handles and accurately records food production records.

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

**Safety and Sanitation**

- \_\_\_\_7. Operates tools and equipment according to prescribed safety standards.
- \_\_\_\_8. Follows established procedures to meet high standards of cleanliness, health, and safety.
- \_\_\_\_9. Keeps garbage collection containers and areas neat and sanitary.
- \_\_\_\_10. Corrects unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.
- \_\_\_\_11. Maintains personal appearance and hygiene.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Other**

- \_\_\_\_12. Helps check in groceries and store appropriately if requested by manager. Maintains a clean and organized storage area.
- \_\_\_\_13. Ensures ovens, stoves, and all equipment used for cooking is cleaned on a daily basis.
- \_\_\_\_14. Assists in maintaining daily food production records.
- \_\_\_\_15. Performs other duties as assigned by Supervisor.
- \_\_\_\_16. Maintains daily food production records.
- \_\_\_\_17. Promotes teamwork and interaction with fellow staff members and fosters a positive work environment.
- \_\_\_\_18. Be available to fill in as needed to ensure the smooth and efficient operation of the cafeteria as directed by your Manager, to include cashier functions.
- \_\_\_\_19. Maintains confidentiality of information.
- \_\_\_\_20. Follows established Food Service Standard Operating Procedures.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

What strengths does \_\_\_\_\_ possess?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are some improvements \_\_\_\_\_ can make to ensure a higher degree of success in this campus/department?

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Summative Conference Comments:

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**Recommendation of Evaluator:** I have read and received a copy of this evaluation. I have reviewed this instrument.

- Renewal and/or Extension of Assignment
- Non-renewal of Assignment
- Termination of Assignment
- Non-extension of Assignment

\_\_\_\_\_  
Administrator's (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date