



2023 DINING EMPLOYEE PERFORMANCE EVALUATION

Employee Name:

Title:

Department:

Reporting Period:

When completing the evaluation, the ratings and comments should consider the employee’s performance over the past 12 months. Circle the rating that best describes the employee’s performance within each functional area. If a standard does not apply, circle “D”. A rating of “E” or “B” requires a comment as to the reason for the rating.

E=Exceeds Standard M=Meets Standard N=Needs Improvement B=Below Standard D=Does Not Apply

JOB KNOWLEDGE and EXECUTION

Follows recipes and trained techniques to prepare and portion appealing and nutritious food.	E	M	N	B	D
Checks food during preparation and service to ensure quality standards are met.	E	M	N	B	D
Follows protocol for set up, serving, clearing and cleaning.	E	M	N	B	D
Follows operational procedures for efficient and effective food production and service.	E	M	N	B	D
Accurately completes applicable documents including orders, inventory records, and receipts in a timely manner.	E	M	N	B	D
Offers suggestions for improving operational procedures.	E	M	N	B	D
Expresses an interest in learning new techniques.	E	M	N	B	D

Comments: _____

SANITATION/SAFETY/EQUIPMENT USE and CARE

Follows safe food preparation and handling procedures.	E	M	N	B	D
Follows sanitation procedures when using and cleaning equipment.	E	M	N	B	D
Monitors equipment operation and reports malfunctions.	E	M	N	B	D

Maintains a clean and sanitary work area.	E	M	N	B	D
Practices safe work techniques including using safety equipment.	E	M	N	B	D
Maintains personal hygiene and appearance per policy.	E	M	N	B	D

Comments: _____

CUSTOMER SERVICE

Greets all customers in a pleasant and respectful manner.	E	M	N	B	D
Adjusts service based on customer and supervisor feedback.	E	M	N	B	D
Handles complaints effectively with a problem-solving attitude.	E	M	N	B	D
Understands cultural differences and adapts behavior.	E	M	N	B	D

Comments: _____

TEAM WORK and COOPERATION

Interacts with others in an ethical and professional manner.	E	M	N	B	D
Maintains cooperative and effective working relationship with others.	E	M	N	B	D
Handles issues effectively with a problem-solving attitude.	E	M	N	B	D
Reports to work on time and completes tasks according to work schedule.	E	M	N	B	D
Attends and participates in training activities.	E	M	N	B	D
Performs lead duties by leading by example, providing training and helping others to perform work to established requirements.	E	M	N	B	D

Comments: _____

ACCOUNTABILITY

Maintains student confidentiality.	E	M	N	B	D
Handles cashing transactions according to protocol.	E	M	N	B	D
Follows University and Dining Services policies.	E	M	N	B	D
Maintains a positive work attitude.	E	M	N	B	D
Uses time efficiently and effectively.	E	M	N	B	D
Demonstrates a good work ethic.	E	M	N	B	D

Comments: _____

OVERALL RATING: E M N B

Supervisor Print and Sign Name: **Date:**

Dept. Head Print and Sign Name: **Date:**

Employee:	I agree with the evaluation	I do not agree with the evaluation
Employee Print/Sign Name:		Date:

Human Resources Print/Sign Name: **Date:**

Employee Comments: _____
