

COOK/JANITOR

Program: UMATILLA-MORROW COUNTY HEAD START, INC.

Name: _____

Date: _____

1. UNACCEPTABLE	2. MARGINAL	3. COMPETENT	4. COMMENDABLE	5. DISTINGUISHED
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A. General Staff Responsibilities:

- 1. Participate in staff meetings, conferences, training sessions and workshops as assigned 1 2 3 4 5
- 2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency 1 2 3 4 5
- 3. Maintain congenial and respectful relations with staff, children, families and community 1 2 3 4 5
- 4. *Keep current and accurate records that conform to program policies..... 1 2 3 4 5
- 5. *Maintain confidentiality in regards to staff and family information..... 1 2 3 4 5
- 6. Maintain objectives and professional standards..... 1 2 3 4 5
- 7. Improve self-skills and education 1 2 3 4 5
- 8. *Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy 1 2 3 4 5
- 9. Perform any other work-related duties as requested by your supervisor 1 2 3 4 5
- 10. Be a contributory team member in a positive/productive manner 1 2 3 4 5
- 11. *Demonstrate commitment to mission, values, and policies in the performance of daily duties..... 1 2 3 4 5

*Comments or examples:

B. Cook/Janitor Duties:

- 1. Knows USDA Child Care Food Program requirements 1 2 3 4 5
- 2. *Prepares creditable family-style meals for children, volunteers, and staff using UMCHS menu, menu planning sheets, standardized recipes and approved agency recipes 1 2 3 4 5
- 3. Maintains/completes/submits USDA nutrition records as required, including monthly receipts for USDA reimbursement..... 1 2 3 4 5
- 4. Assists in planning and preparation of classroom Nutrition Activities..... 1 2 3 4 5
- 5. *Purchases food and supplies according to planned menu 1 2 3 4 5
- 6. *Stores food and supplies properly..... 1 2 3 4 5
- 7. Maintains an orderly and clean kitchen at all times..... 1 2 3 4 5
- 8. Cleans and sanitizes dishes, tableware, pot, pans, etc. in a timely manner..... 1 2 3 4 5
- 9. Ensure disposal of garbage each school day 1 2 3 4 5
- 10. Perform minor maintenance duties as needed (change light bulbs, minor pest control, assist in maintaining exterior of building by picking up garbage, raking leaves, removing cobwebs, etc.) 1 2 3 4 5
- 11. *Knows and follows Health Department rules on sanitation..... 1 2 3 4 5

*Comments or examples:

C. Additional Janitor Duties (Hawthorne/EHS exempt):

- 1. *Ensures that paper towels and toilet paper are available for use at all times 1 2 3 4 5
- 2. *Sweeps and mops the classroom(s) and bathrooms each school day..... 1 2 3 4 5
- 3. *Vacuums carpeted areas each school day 1 2 3 4 5
- 4. *Washes sinks and toilets once each school day 1 2 3 4 5

- 5. Waxes floors as needed..... 1 2 3 4 5
- 6. General cleaning duties-washes windows monthly and sills weekly..... 1 2 3 4 5

*Comments or examples:

D. Additional Cook Duties for Sites Requiring Meal Transportation:

- 1. *Transport cooked meals and snacks from the main kitchen to the site classroom.....1 2 3 4 5
- 2. *Transfer cooked meals and snacks from pans to serving bowls.....1 2 3 4 5
- 3. *Take the temperature of cooked foods that will be transported to make sure the food maintains a temperature of 140 F or above.....1 2 3 4 5
- 4. *Wash dishes and store them at the appropriate site.....1 2 3 4 5
- 5. Clean and sanitize food transport carrier daily.....1 2 3 4 5

*Comments or examples:

E. Parent Communication and Relations:

- 1. Promotes positive parent and community involvement..... 1 2 3 4 5
- 2. *Maintains confidentiality with all parent matters..... 1 2 3 4 5

*Comments or examples:

F. Staff Communication and Team Membership

- 1. Shares materials and information..... 1 2 3 4 5
- 2. *Uses appropriate channels for concerns and does not interfere in a situation another staff person is handling 1 2 3 4 5
- 3. *Supports team members and supervisor verbally and by attitude..... 1 2 3 4 5
- 4. Sets aside sufficient time to meet and plan with team members..... 1 2 3 4 5

*Comments or examples:

G. Work Ethics:

- 1. *Comes to work on time 1 2 3
- 2. Notifies supervisor prior to beginning of work day when not able to come to work 1 2 3
- 3. *Misses little time because of illness 1 2 3
- 4. Willingly accepts changes in program 1 2 3
- 5. Accepts and acts on constructive criticism 1 2 3
- 6. Follows through on accepted tasks or agreements..... 1 2 3

*Comments or examples:

Do you have long-term employment goals? _____

What help do you need to accomplish these goals? _____

Additional Information: _____

Supervisor's Signature _____ Date _____

Cook's Signature _____ Date _____

UMCHS/RVS 07/05/2007

Rating Scale Explanation:

1. UNACCEPTABLE - Performance falls substantially short of the expectations for competency. Requires much improvement.
2. MARGINAL - Performance does not meet an acceptable level in all areas, but employee is steadily improving.
3. COMPETENT - Performance is fully acceptable. Performance meets standards set for the position on a consistent basis.
4. COMMENDABLE - Performance is significantly better than average. Consistently exceeds standards; distinctive performance.
5. DISTINGUISHED - Exceptional performance of unusually high caliber. Remarkable achievement and pacesetting performance.

Any task marked 1, 2, or 5 must have a comment written to justify the score.

Any task marked 1 or 2 must have a plan of assistance written and be attached to the performance evaluation.

Any * task (essential job function) marked a 1 or 2, no merit increase will occur until the task is brought up to competency.

Three tasks marked a 1 or 2, no merit increase will occur until the task is brought up to competency.

- Successful completion of a 6 month introductory period
- Eligible for merit increase
- Not eligible for merit increase