

COOK/JANITOR
Program: UMATILLA-MORROW COUNTY HEAD START, INC.

Name: _____

Date: _____

1. UNACCEPTABLE	2. MARGINAL	3. COMPETENT	4. COMMENDABLE	5. DISTINGUISHED
-----------------	-------------	--------------	----------------	------------------

A. General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned1 2 3 4 5
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency1 2 3 4 5
3. Maintain congenial and respectful relations with staff, children, families and community1 2 3 4 5
4. *Keep current and accurate records that conform to program policies1 2 3 4 5
5. *Maintain confidentiality in regards to staff and family information1 2 3 4 5
6. Maintain objectives and professional standards.....1 2 3 4 5
7. Improve self-skills and education1 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 supervisor1 2 3 4 5
10. Be a contributory team member in a positive/productive manner1 2 3 4 5
11. *Demonstrate commitment to mission, values, and policies in the performance of daily duties1 2 3 4 5

*Comments or examples:

B. Cook Duties:

1. *Prepares family style meals for children, volunteers, and staff1 2 3 4 5
2. *Purchases food and supplies according to planned menu.....1 2 3 4 5
3. *Stores food and supplies properly1 2 3 4 5
4. Maintains an orderly and clean kitchen at all times1 2 3 4 5
5. Knows USDA Child Care Food Program requirements.....1 2 3 4 5
6. *Knows and follows Health Department rules on sanitation1 2 3 4 5
7. Completes USDA paperwork in an accurate and timely manner.....1 2 3 4 5

*Comments or examples:

C. Janitor Duties:

1. *Ensures disposal of garbage each school day1 2 3 4 5
2. *Ensures that paper towels and toilet paper are available for use at all times.....1 2 3 4 5
3. *Mops the classroom(s) and bathrooms each school day1 2 3 4 5
4. *Vacuums carpeted areas each school day1 2 3 4 5
5. *Washes sinks and toilets once each school day1 2 3 4 5
6. Waxes floors once a month and washes windows once a month.....1 2 3 4 5

*Comments or examples:

D. Parent Communication and Relations:

- 1. Promotes positive parent and community involvement.....1 2 3 4 5
- 2. *Maintains confidentiality with all parent matters1 2 3 4 5

*Comments or examples:

E. 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:

F. 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 _____

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