

## 90-DAY STAFF PERFORMANCE APPRAISAL

NAME: Ashley Chamberlain  
DEPARTMENT: Nutritional Services  
POSITION: Food Service Worker I  
EMPLOYEE STATUS: Per Diem  
TYPE OF EVALUATION: **90 DAY**

EMPLOYEE #:  
FACILITY: Inland Valley/Rancho Springs  
HIRE DATE: 8/23/2011

1. UNDERSTANDING OF THE JOB - Functions and Responsibilities:  
a. Employee's Statement:

b. Appraiser's Statement: Employee has a good fundamental understanding of her assigned job tasks, departmental competencies and showed consistency with training of the food service worker I positions and diet clerk positions in the kitchen at both IVMC and RSMC. Expectations and clarification of food service worker I and diet clerk role explained to employee and good understanding was verbalized. Employee job description reviewed.

2. APPRAISAL OF JOB PERFORMANCE Appraiser's overall impressions and/or comments (regarding work efficiency, work relationships, acceptance of job responsibility, observance of working hours and safety practices): Employee performs at a very efficient level on a consistent basis. Employee is very reliable and has had good attendance during the past 90-day evaluation period. Employee always does a good job with her assigned tasks on a daily basis. Employee consistently assists co-workers as time allows, is a team player, is proficient in basic understanding of inner-workings of the food service worker and diet clerk areas as well as job competencies. Employee takes on extra assignments and job duties to improve organizational processes within the department without prompting. Employee shows key initiative by volunteering for extra workloads as well as completing assigned projects on time. Employee seeks understanding and clarification of job processes and follows the appropriate chain of command at all times. Employee was encouraged to provide feedback on rounding, daily assignments, professional relationships and current daily practices pertaining to the role of a FSW-I and Diet Clerk of the Nutritional Services department of SWHCS. Overall a GREAT asset to the department as a food service worker and diet clerk for the Nutritional Services department.

3. PERFORMANCE EXPECTATIONS (OBJECTIVES) FOR NEXT REVIEW: Describe work-activities employee will be expected to achieve by next review date and action-plan for achieving the above performance objectives. Describe any in-service or training the employee may need to accomplish the performance expectations: Employee will be expected to be flexible with scheduling especially during the holiday season. Employee is to maintain good attendance and follow departmental policy when calling-off for shift work as well as filling out exception reports when necessary. Employee is to attend monthly food service worker and diet clerk departmental meetings, follow chain of command when reporting incidences at all times, continually review departmental policies and procedures that pertain to her job tasks, seek answers for any areas needing clarification, and perform daily job tasks and assignments as outlined in the food service worker I and diet clerk time analysis. Employee is expected to maintain professionalism and demonstrate service excellence standards and C.A.R.E.S on a consistent basis during shift hours with co-workers and customers of SWHCS. Employee is expected to abide by the Kitchen Rules and Food Consumption Agreements at all times. Employee is to maintain Food Handlers Card compliance.

4. EMPLOYEE COMMENTS:

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

*Ashley Chamberlain*

Date \_\_\_\_\_

*11-30-11*

5. SUMMARY:

a. Employee Recommended for Regular Status: Yes ☒ No ☐ If "no", give reason and action to be taken:

b. Next Review Date: Next annual evaluation period in May 2012.

c. Appraiser's Signature: *David Allen* Director, Nutritional Services 11/23/11  
Signature Employee # Title Date

d. Appraisal Reviewed by: *David Allen* Director, Nutritional Services 11/23/11  
Signature Title Date

e. Human Resources: \_\_\_\_\_  
Signature Title Date