

# CAFETERIA MONITOR EVALUATION CRITERIA

	EXCEPTIONAL	SATISFACTORY	NEEDS IMPROVEMENT	UNSATISFACTORY
<b>ATTENDANCE</b>	<ol style="list-style-type: none"> <li>1. No days absent.</li> <li>2. No days late to work.</li> <li>3. No days clocked out early.</li> </ol>	<ol style="list-style-type: none"> <li>1. All absences covered by sick leave.</li> <li>2. Late no more than 1-2 times NO PAY</li> <li>3. Early clock-out no more than 1-2 times NO PAY.</li> </ol>	<ol style="list-style-type: none"> <li>1. Absent 1-2 days NO PAY</li> <li>2. Late no more than 3-4 times NO PAY</li> <li>3. Early clock-out no more than 3-4 times NO PAY</li> </ol>	<ol style="list-style-type: none"> <li>1. Absent 3 or more days NO PAY</li> <li>2. Late more than 4 time NO PAY</li> <li>3. Early clock-out more than 4 times NO PAY</li> </ol>
<b>SAFETY</b>	<ol style="list-style-type: none"> <li>1. Always follows safety rules &amp; utilizes good judgment &amp; common sense. Encourages others to work safely.</li> <li>2. No reported avoidable injuries.</li> </ol>	<ol style="list-style-type: none"> <li>1. Follows safety rules &amp; attends safety meetings.</li> <li>2. No more than one avoidable injury.</li> </ol>	<ol style="list-style-type: none"> <li>1. Should assume more responsibility for some safety rules.</li> <li>2. Two reported avoidable injuries.</li> </ol>	<ol style="list-style-type: none"> <li>1. Ignore safety rules &amp; is accident prone. Does not use good judgment &amp; common sense.</li> <li>2. Three or more reported avoidable injuries.</li> </ol>
<b>ATTITUDE</b>	<ol style="list-style-type: none"> <li>1. Always positive in dealing with others.</li> <li>2. Never argumentative.</li> <li>3. Shows much desire for self-improvement.</li> <li>4. Encourages guidance for improved performance.</li> </ol>	<ol style="list-style-type: none"> <li>1. Maintains positive working relationships with others.</li> <li>2. Desires to show self-improvement.</li> <li>3. Responds well to supervision &amp; guidance.</li> </ol>	<ol style="list-style-type: none"> <li>1. Seldom positive in working relationships with others.</li> <li>2. Shows little interest in self-improvement.</li> <li>3. Responds negatively to supervision &amp; guidance.</li> </ol>	<ol style="list-style-type: none"> <li>1. Rarely positive in working relationships with others.</li> <li>2. Exhibits no interest in self-improvement.</li> <li>3. Does not respond to supervision or guidance.</li> </ol>
<b>Appearance</b>	<ol style="list-style-type: none"> <li>1. Takes pride in personal appearance &amp; hygiene.</li> </ol>	<ol style="list-style-type: none"> <li>1. Demonstrates personal hygiene &amp; cleanliness &amp; is neatly groomed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Should be more presentable. Needs to accept the responsibility of personal hygiene.</li> </ol>	<ol style="list-style-type: none"> <li>1. Does not exhibit proper personal hygiene. Improvement in this area is expected.</li> </ol>
<b>Job Knowledge</b>	<ol style="list-style-type: none"> <li>1. Has complete knowledge of job responsibilities.</li> <li>2. Never needs direct instructions.</li> </ol>	<ol style="list-style-type: none"> <li>1. Demonstrates adequate knowledge of job.</li> <li>2. Generally follows instructions &amp; procedures well.</li> </ol>	<ol style="list-style-type: none"> <li>1. Needs to improve knowledge of position.</li> <li>2. Seldom follows instructions given.</li> </ol>	<ol style="list-style-type: none"> <li>1. Increased job knowledge is expected.</li> <li>2. Instructions are seldom followed &amp; improvements are expected.</li> </ol>
<b>Quality</b>	<ol style="list-style-type: none"> <li>1. Never needs motivation or direct supervision.</li> <li>2. Always exceeds expectations.</li> </ol>	<ol style="list-style-type: none"> <li>1. Generally needs little motivation.</li> <li>2. Usually meets expectations.</li> </ol>	<ol style="list-style-type: none"> <li>1. Occasionally fails to perform daily assignments.</li> <li>2. Seldom meets expectations.</li> </ol>	<ol style="list-style-type: none"> <li>1. Does not complete daily assignments.</li> <li>2. Never meets job related expectations.</li> </ol>
<b>Communication</b>	<ol style="list-style-type: none"> <li>1. Always communicates in a very positive attitude with staff, students and co-workers.</li> </ol>	<ol style="list-style-type: none"> <li>1. Usually communicates in a positive manner with staff, students and co-workers.</li> </ol>	<ol style="list-style-type: none"> <li>1. Seldom communicates in a positive manner with staff, students and co-workers.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Never</b> communicates in a positive manner with staff, students or co-workers.</li> </ol>