

Miami Cerebral Palsy Residential Services, Inc.
Job Description & Employee Performance Evaluation

Effective Date:
Revised Date: 02/01/03

Name: _____ Original Date of Hire: _____ Month/Day/Year: _____

Title: **Cook** Annual Anniversary Date: _____ Classification: **Hourly/Non-Exempt**

Purposes of this Performance Evaluation:

To take a personal inventory to pin-point weaknesses and strengths and to outline and agree upon a practical improvement program. On an annual basis, these Evaluations will provide a history of development and progress.

Instructions:

1. Using the first box, the **employee** will use this form for self-evaluation (you will be describing yourself). Please use a “√” on each rating scale over the descriptive phrase which most nearly describes yourself. You may “√” more than one rating scale if appropriate to show range in description of yourself.
2. Using the second box, **Supervisors** will place an “X” on each rating scale, over the descriptive phrase which most nearly describes the person being rated.
3. Carefully evaluate each of the qualities separately and use “Comments” as a means of clarification.
4. Two common mistakes for supervisors in rating are: (1) A tendency to rate nearly everyone as “average” on every trait instead of being more analytical in judgment. The rater should use the ends of the scale as well as the middle, and (2) the “Halo Effect”, i.e., a tendency to rate the same individual “excellent” on every trait or “poor” on every trait based on the overall picture one has of the person being rated. However, each person has strong points and weak points, and these should be indicated on the rating scale.
5. Options: Supervisor and employee may complete evaluation together or separately and then compare ratings.

I. Overall Evaluation of Interpersonal Skills and Abilities:

Listed below are a number of Interpersonal Skills and Abilities that MCPRS feels are important for success:

- A. Interpersonal Skills** is the polite attention, positive manner and compassion shown towards **individuals we serve, families, other employees** and the people you may supervise.

<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Discourteous and/or impolite.	Occasionally appears impolite or lacking interpersonal skills.	Generally courteous and polite.	Frequently demonstrates positive interactions.	Always courteous & enthusiastic; excellent at establishing rapport in a positive & appropriate manner.

Comments: _____

- B. Composure** is the ability to tolerate pressure and to remain calm in crisis situations.

<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Cannot tolerate pressure; becomes very nervous.	Occasionally “blows up” under pressure; is easily irritated.	Has average tolerance for crisis; usually remains calm.	Tolerates most pressure; very good tolerance in crisis situations.	Handles pressure effectively; enjoys solving crisis.

Comments: _____

C. **Dependability** is the ability to do required jobs well, with minimum supervision and/or follow up.

Requires close supervision; is unreliable.

Sometimes requires close supervision.

Usually takes care of necessary tasks & completes with reasonable promptness.

Requires little or no supervision; generally is reliable.

Requires absolute minimum supervision. Is always reliable.

Comments: _____

D. **Adaptability** is the ability to understand instructions, to meet changing conditions and to solve new problem situations.

Requires repeated instruction, direction & explanation.

Requires more than average instructions and explanations.

Grasps instructions with average ability.

Usually quick to understand & learn.

Exceptionally keen, alert & creative.

Comments: _____

E. **Neatness/Safety** is the orderliness and cleanliness in which an individual keeps his/her work area and follows safe work practices.

Disorderly or untidy; creates hazards.

Some tendency to be careless, untidy and/or unsafe.

Ordinarily keeps work area fairly neat & safe.

Quite conscientious about neatness, safety & cleanliness.

Extremely neat, clean, orderly & insures safety of self & others.

Comments: _____

F. **Initiative/Motivation** is your personal commitment to go above and beyond your job duties.

Shows minimal interest or efforts towards job improvement.

Occasionally exhibits interest & efforts toward job improvement.

Generally attempts to improve performance.

Frequently performs above expectations.

Extremely dedicated to perform above expectations consistently.

Comments: _____

G. Communication is the ability to give and receive information accurately.

Frequently secretive & evasive; does not initiate positive communication.

Frequent misunderstandings, resulting in communication breakdowns.

Gives & receives information satisfactorily.

Readily exchanges ideas & information; promotes accurate info transmission most of the time.

Effectively expresses & receives ideas promoting acceptance & action; consistently communicates ideas in a pro-active manner.

Comments: _____

H. Team Building is the willingness to work with others, to make group decisions, to promote cooperation and group togetherness.

Often acts alone; does not encourage team process/ideals.

Occasionally acts in a territorial manner preventing group cohesiveness.

Generally promotes group processes by seeking out all appropriate team members.

Willing & able to work with others to promote positive organizational growth.

Continuously supports & assists in team process/ideals.

Comments: _____

I. Time Management is the ability to use available work time effectively, in order to complete tasks/assignments on schedule.

Consistently does not complete work on time.

Inconsistently completed work on time.

Generally completes work in an efficient & timely manner.

Effectively prioritizes & completes work in a timely basis.

Outstanding time management.

Comments: _____

Adapted from Form 102, VW Eimicke Association, Inc.

II. **Specific Duties & Responsibilities**

Job Title: Cook

Supervisor: Lead Cook

Dept./Div.: Dietary/Applicable Facility

Classification: Hourly/Non-Exempt

****Key:** **A** = Always **O** = Often
S = Sometimes **R** = Rarely
NB = No Basis for Comment
(See page 11 for definitions)

Goals Next Year	Specific Duties & Responsibilities	Was it Accomplished?		How was it Accomplished?					
		Yes	No	A	O	S	R	NB	
		1. Responsible for complying with all State, Federal and local rules, regulations, safety standards, laws and Individual's Bill of Rights as related to specific job duties:							
	a. Participates in the survey process by attending to surveyors needs, offering applicable information, answering questions, attending exits and attending all other survey needs as required.								
	2. MEAL PREPARATION								
	a. Assist the Lead Cook in preparation of meals for the Adult Day Training Program according to prescribed diet order and as written on the Diet Roster.								
	b. Prepare and cook dinner meal as indicated by the menu, the diet order and the Recipe Book. Mealtime schedule to be adhered to.								
	c. Prepare for as needed for next day/next meal.								
	d. Prepare and date chilled desserts, snacks and other foods as needs dictate.								
	3. MEAL SERVICE								
	a. Record and maintain proper holding temperatures for all menu items until ready for shipping/serving (hot food: not less than 140 degrees, cold food: not more than 45 degrees).								
	b. Plate up dinner meal and deliver and/or have PCI pick up food cart immediately following food being plated up.								
	c. Ensure that food is being served attractively and in a timely manner.								
	d. Pick up and/or have PCI return meal cart and plates after meal service as applicable.								
	e. Prepare, pack date, and store workshop menus as indicated on selective menu.								
	f. Monitor meal acceptance by individuals by making meal rounds and interview individuals.								

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		Yes	No	A	O	S	R	NB
	4. SANITATION							
	a. Wear hairnet/cap over hair while in commercial kitchen. Wear gloves when directly handling food.							
	b. Clean and maintain work areas to include outside kitchen dumpsters and recycling areas, equipment and utensils after each use to maintain dietary department sanitation.							
	c. Follow cleaning schedule as posted in the commercial kitchen.							
	d. Wash and sanitize all dishes, utensil trays, and adaptive equipment used for meals. The sanitizer and/or the three-compartment sink are to be utilized.							
	e. Empty garbage containers after each meal or as needed to maintain sanitary standards.							
	f. Check refrigerator and freezer temperature at all three houses on a daily basis and document readings as required.							
	g. Monitor cleanliness of alternate kitchen, rectifies and communicates findings to facility administrator.							
	h. Assist in stocking, dating and rotating new stock.							
	i. Stock each house as applicable with one weeks supply of supplements removed from its box.							
	j. Complies with all health, safety and sanitary practices of food handling, general cleanliness and maintenance of kitchen and dining areas.							
	5. ADMINISTRATIVE							
	a. Responsible for locking and securing kitchen area and equipment before clocking out.							
	b. Receives deliveries, checking for accuracy, and damage.							
	c. Responsible for lead cooks responsibilities when covering for the lead cook.							
	d. Responsible for working a flexible work schedule that addresses facility needs as required by supervisor, director of nutritional services and/or administrator as applicable.							

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		Yes	No	A	O	S	R	NB
	6. When interacting with individuals focus on skills and competencies directed toward individuals needs:							
	a. Respects and treats individuals with dignity and has a positive regard for how they refer to each person served.							
	b. Uses behavioral principals in service interactions with individuals, uses developmental programming principals and techniques, i.e.: functional training techniques and uses/implements positive behavior intervention programming.							
	c. Demonstrate the skills and techniques necessary to administer interventions to manage the inappropriate behavior of individuals served. Correctly and consistently implements behavior plans of individuals when working with them.							
	7. Advocates for individual preferences in foods and provides individual with choice making opportunities for meals and meal preparations and reviews these choices with supervisor or director of nutritional services as applicable prior to implementation or making changes to ensure individual is not compromised.							
	a. Receives and accepts training in own job to assure adequate delivery of services. This training is to be completed with designated time frames as per policy and procedure.							
	b. Receives training in other disciplines as applicable and as needs dictate.							
	8. Department custodian of all food services property management and control as follows:							
	a. Assist lead cook and facility administrator in maintaining current inventory system to include proper identification, tracking, tagging and documentation.							
	b. Assist lead cook, facility administrator and/or director of nutritional services as applicable in the implementation of annual property, inventory/inspections to include: condition of items, cost, count, location, etc.							

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		Yes	No	A	O	S	R	NB
	c. Ensuring proper maintenance and disposal of property per established policies to include lost or stolen property.							
	d. Follow proper purchasing and receiving systems.							
	e. Ensuring proper use and maintenance of equipment to include implementation of proper safety practices.							
	9. Responsible for the facilities emergency management as follows:							
	a. Assists lead cook and/or director of nutritional services in monitoring compliance with emergency food and water supply storage requirements at the facility.							
	b. Assists lead cook in maintaining emergency dietary meal plan. Dates and rotates food every six months. Participates in hurricane drill.							
	c. Participates in the implementation of the emergency management plan at the facility as directed by supervisor, director of nutritional services and/or facility administrator.							
	d. Ensures availability to facility administrator during time of natural disasters (i.e.: hurricane, tornadoes, fire, etc.) as needs dictate or as directed by director of nutritional services.							
	10. Assist in the area of client care as directed by facility administrator.							
	11. Actively encourages co-workers to address retention concerns proactively (i.e.: suggesting they talk to supervisor, etc.).							
	12. Performs all other related duties as needed or as requested by supervisor, director of nutritional services and/or facility administrator.							
	13. Is required to report to work in a period of civil unrest or natural disaster, in accordance with the agency emergency procedures.							

III. **Attendance** – You were absent _____ days this year.

Comments: _____

Tardiness - _____

Dress Code _____

Compliance - _____

IV. **OVERALL EVALUATION in comparison with other employees with the same or similar length of service** on this job and/or similar responsibilities/position within the agency. You may “X” several descriptions to indicate range in performance. **(Completed by Supervisor)**

- Definitely unsatisfactory. Making progress. Doing an average job. Above average. Excellent. Outstanding.

V. **ACCOMPLISHMENTS/STRENGTHS/AREAS FOR IMPROVEMENT AND GOALS:**
(Completed by Supervisor)

ACCOMPLISHMENTS THIS PAST YEAR:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

MAJOR STRONG POINTS ARE:

1.
2.
3.
4.
5.

AREAS TO BE IMPROVED UPON:

1.
2.
3.
4.
5.

VI. OVERALL COMMENTS (Completed by Supervisor)

1.
2.
3.
4.
5.

VII. COMMENTS re: Status of last year's goals & areas to be improved upon and suggestions to improve agency, department or supervisor: (Completed by Supervisor)

VIII. SUGGESTIONS to improve agency/department and/or supervisor: (Completed by employee)

1. _____

2. _____

3. _____

IX. Are you interested in a promotional job opportunity with MCPRS, Inc.? Yes No

If yes, what position? _____

Why do you believe you should be given consideration for the position you have indicated? _____

SUPERVISOR'S COMMENTS: _____

X. The base salary of your position is reviewed annually by MCPRS, Inc. We are committed to increasing base salaries if we have available resources. Miami Cerebral Palsy Residential Services, Inc. goal is to provide all employees with an annual cost of living increase at the end of each year's employment. The annual increase is based upon available financial resources. (See Status Change Form when an increase is applicable.)

XI. QUALIFICATIONS (Education/Experience/Licenses/Personal Characteristics) Classification: Hourly/Non-Exempt

1. Previous experience in food preparation in a healthcare institution (1 year minimum).
2. Knowledge of therapeutic diets.
3. Ability to follow standardized recipes and follow menus.
4. Able to use industrial kitchen equipment.
5. Able to take direction.
6. Must have the ability to read, write and speak English fluently.
7. Must have ability to lift a minimum of 50 lbs.

XII. JOB DESCRIPTION COMMITMENT:

- A. I have read and am fully aware of all the responsibilities indicated in this position description, and I acknowledge the fact that I will be held accountable for insuring that all duties are carried out as deemed appropriate. The job description reflects the general details considered necessary to describe the principle functions of the job. It shall not be construed as a complete description of all work requirements that may be inherent to the job.
- B. As an employee of Miami Cerebral Palsy Residential Services, Inc., I understand that I am required to report to work (before, during and/or after) a period of civil unrest or natural disaster in accordance with the agency emergency procedures.
- C. As an employee of Miami Cerebral Palsy Residential Services, Inc. I am aware of and committed to a Drug Free Workplace.
- D. As an employee of Miami Cerebral Palsy Residential Services, Inc. I understand I am required to comply with all safety and health related policies.

XIII. SIGNATURES: Sign and Date at review meeting.

Self-Evaluation Employee Signature

Date

Annual Evaluation Employee Signature (**sign after evaluation**)

Date

Immediate Supervisor/Lead Cook

Date

Reviewing Officer/Director of Nutritional Services

Date

Key Definitions:

Always – at all times *Often* – many times *Sometimes* – at times, now & then *Rarely* – not often; seldom

No Basis for Comment – you were unable to observe this duty or the individual did not have an opportunity to accomplish task.