

PERFORMANCE ENHANCEMENT QUESTIONNAIRE

NAME OF EMPLOYEE: _____

Kitchenhand

Key responsibilities of the position

Responsible for assisting the cook in the preparation of all meals, cleans cooking utensils and crockery after each meal. The kitchen hand ensures that the standards of catering, safety and hygiene in the handling of food are appropriately and consistently maintained.

COMPETENCIES	Always	Often	Sometimes	Never	N/A
Prepares and handles food hygienically					
Checks food during the cooking process					
All cooking utensils and crockery properly cleaned					
Keeps kitchen area and surfaces hygienically cleaned					
Keeps all storerooms, pantries, freezer areas tidy					
Ensures that sufficient crockery and cutlery for diners and that condiments are stocked					
Advises college manager should equipment/tools or college fittings require maintenance					
Observes safe occupational health and safety practices and guidelines					
Is competent in performing duties					
Has sufficient time to perform all tasks					
Is supplied with adequate equipment/tools to perform tasks					
Understands instructions					
Has a clear understanding of the job					
Begins tasks with a clear understanding of what is required					
Organizes equipment/tools before commencing task					
Is disciplined and confident in carrying out plans (does not procrastinate)					
Respects others time (does not waste time with trivial interruptions)					

COMPETENCIES	Always	Often	Sometimes	Never	N/A
Prioritises work so timetable is met					
Responds to requests in a timely manner					
Is organized in handling multiple tasks					
Seeks feedback on ways to improve performance					
Is co-operative with other staff					
Willingly offers assistance to other staff members					
Shows courtesy towards other staff					
Has a positive attitude towards students and staff					
Listens to advice					
Is easy to approach with a concern					
Responds positively to instructions and advice					
Displays enthusiasm when undertaking duties					
Takes initiative to get things done					
Maintains self control, even in difficult or emotional situations					
Accepts responsibility for actions rather than making excuses					
Receives negative feedback without becoming defensive					
Appears to enjoy work					
Feels valued as part of the overall college's staffing team					
Upholds the W A Public Sector Code of Ethics and the CHSHA Code of Conduct					

1. Is there any competency/attitude that needs to improve?

2. Has anything affected work performance? If so, please comment.

3. Are there any activities/events that need to be included in the work plan for the next 6 months?

4. Is there any support that is required to meet the work plan?

5. What duties could be performed differently that might enable improvement to the efficiency of the work area?

6. List the three most positive qualities that the staff member has with regard to overall effectiveness.

a) _____

b) _____

c) _____

SIGNATURE OF
EMPLOYEE

DATE

SIGNATURE OF
COLLEGE MANAGER

DATE

