

PERFORMANCE PLANNING WORKSHEET

Employee _____

Date 10/4/2005

Job Title Food Service Worker (Dishwasher)

Unit Food Service

Step 1: Determine Critical Job Functions

What is provided through this position (administrative support, technical assistance, customer service, supervision, custodial services, project management, etc)? Please list all major job functions.

1. Wash dishes and serveware.
2. Restock clean dishes.
3. Maintain clean working environment.
4. Assist in the preparation of food items.

Step 2: Identify Primary Tasks and Standards of Performance

List the most important tasks of this job. (Attach additional sheets if needed.) For each task, determine standards of performance based on one or more of the following criteria. A performance standard generally answers important questions about the impact of the job.

- ▶ **Quality** How well the task must be performed?
- ▶ **Quantity** How much needs to be done?
- ▶ **Timeliness** How fast or by what deadline the task needs to be done?
- ▶ **Cost** Under what cost or budget constraints the task must be done?

TASK#1 Wash dishes and serveware.

Standard (defines "Fully Satisfactory" Work): Thoroughly clean all dishes and serveware with less than a 5% breakage rate and within the scheduled shift.

Example of "Commendable" Work: Meeting the standards of "fully satisfactory", plus consistently cleaning the dishes in a shorter time frame to allow time to assist in other Food Service areas.

Example of "Distinguished" Work: Meeting the standards of "fully satisfactory", plus identifying and recommending changes to the dishwashing process to make the process more efficient (i.e. change the process of how dishes are received into the dishroom) and consistently perform at this level.

TASK#2 Restock clean dishes.

Standard (defines “Fully Satisfactory” Work): Restock clean dishes with a breakage rate of less than 5% and within the schedule shift.

Example of “Commendable” Work: Meeting the standards of “full satisfactory” plus to consistently restocking the dishes in a shorter time frame to allow time to assist in other Food Service areas.

Example of “Distinguished” Work: Meeting the standards of “fully satisfactory”, plus identifying and recommending changes to the restocking process to make the process more efficient and consistently performing at this level.

TASK #3 Maintain clean work environment.

Standard (defines “Fully Satisfactory” Work): Clean work environment daily in accordance with the Department of Health regulations.

Example of “Commendable” Work: Meeting the standards of “fully satisfactory”, plus consistently complete the cleaning in a shorter time frame.

Example of “Distinguished” Work: Meeting the standards of “fully satisfactory”, plus identify and recommend ways to reduce resources (either time or money) spent in maintaining the standards of a clean work environment and consistently performing at this level.

TASK #4 Assist in the preparation of food items.

Standard (defines “Fully Satisfactory” Work): Assist in the preparation of food times in accordance with Department of Health Regulations and to identify quality standards (served at the appropriate temperature, portion size, consistency, etc.).

Example of “Commendable” Work: Meeting the standards of “fully satisfactory”, plus consistently complete the preparation in a shorter time frame to provide additional assistance in other Food Service areas.

Example of “Distinguished” Work: Meeting the standards of “fully satisfactory” and in addition, learn to cook new items and broaden skill base in the cooking of food items and consistently perform at this level.