

EERSTERUST CARE AND TRAINING CENTRE
PERFORMANCE ASSESSMENT

Name of Employee :

Job Title : Cook and cleaner

Main Purpose of Job : The provision of meals, refreshments and beverages and a general cleaning service

Minimum relevant qualification required :

None

Minimum relevant experience required :

- 5 yrs Cooking and cleaning experience

Internal Mandate Levels : None

Internal / External Customers : Children, staff and visitors

key Performance Areas	Output / Outcomes	Agreed score	Development notes
1. Provide a cooking, refreshments and beverages service	Prepare, cook and serve meals for children and staff from laid down menu Prepare and serve coffee/tea and other beverages Prepare and serve other refreshments Inform the Principal of quantities of stock required Any other duty required from time to time at the discretion of the Principal		
2. Provide a general cleaning and hygienic service	Clean kitchen equipment, cutlery, crockery and other utensils. Clean and dust kitchen area and keep neat and tidy Clean ablution area Clean and dust dining room area including dining room furniture Clean and dust office area including office equipment and furniture Clean and dust Welfare office including furniture Clean and dust Physio room including physio equipment. Inform Principal of quantities of cleaning material required		

3. Continuous self Improvement	Attend relevant SETA courses		
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TOTAL SCORE:

DIVIDE BY NO OF KPA'S:

FINAL SCORE:

Scorecard criteria

Unacceptable – minus 2 = No bonus

Require improvement – minus 1 = No bonus

Competent – 0 = 50% bonus

Exceeds – 1 = 75% bonus

Vastly exceeds – 2 = 100% bonus

Date:_____

Signature of Employee:_____

Signature of Employer:_____