

Nutritional Program Assistant

Professional Standards Rubrics & Self-Assessment Inventory

Name: _____

School: _____

Evaluator: _____

Date Completed: _____

Critical thinking is thinking that assesses itself. Each step in the process of thinking critically is tied to a reflective step of self-assessment. The professional standards self-assessment inventory is intended to promote an inward look at you as a professional Nutritional Program Assistant. Use this inventory to review your performance, celebrate strengths, and identify target areas for professional growth.

Domain A: Food Preparation and Kitchen Operations

The nutritional program assistant supports the daily operation of the school nutrition program through efficient food preparation, sanitization, and stock management.

Performance Indicator	4. Highly Effective	3. Effective	2. Progressing	1. Improvement Necessary
Food Preparation & Portioning	Masterfully organizes and executes food prep tasks; portions and assembles meals flawlessly and efficiently, always exceeding nutritional guidelines and minimizing waste.	Consistently washes, cuts, measures, portions, and assembles meals in accordance with established nutritional guidelines.	Assists with food preparation but occasionally needs reminders regarding portion sizes, assembly standards, or dietary guidelines.	Does not organize food prep tasks; ignores portion sizes or fails to meet established nutritional standards.
Cleaning, Dishwashing & Sanitation	Maintains an immaculate, organized, and sanitary commercial kitchen. Proactively sterilizes prep surfaces and commercial equipment beyond required schedules.	Consistently washes dishes, utensils, trays, pots, and pans using commercial dishwashing equipment; maintains a clean, sanitary work area.	Washes dishes and cleans prep areas but sometimes needs reminders to sanitize equipment, utensils, or work surfaces properly.	Neglects cleaning and dishwashing responsibilities; allows workspace to become sanitary or a health-hazard risk.

Performance Indicator	4. Highly Effective	3. Effective	2. Progressing	1. Improvement Necessary
Receiving & Inventory Management	Exemplary storage tracking; anticipates supply needs, proactively reports shortages, and coordinates received food/supplies using perfect FIFO standards.	Assists with receiving, unpacking, and properly storing food and supply deliveries; monitors inventory levels and identifies supply needs.	Receives and unpacks deliveries but is disorganized in storage, or requires assistance to monitor and report inventory needs.	Fails to assist with deliveries, improperly stores food/supplies, or neglects inventory monitoring, leading to stockouts or waste.

As I look at my responses to this section, key areas for growth and development are:

Domain B: Food Safety, Hygiene, and Workplace Compliance

The nutritional program assistant prioritizes student and workplace safety by maintaining active certifications (Food Safe, WHMIS) and adhering to provincial health regulations and division Safe Work Procedures.

Performance Indicator	4. Highly Effective	3. Effective	2. Progressing	1. Improvement Necessary
Food Safety Standards (Food Safe Certification)	Exemplifies elite hygiene standards; maintains food handling practices that exceed provincial regulations and actively coaches others in sanitation compliance.	Consistently applies knowledge of food safety and sanitation; follows all food handling, storage, and hygiene standards in compliance with provincial health regulations.	Adheres to basic food safety guidelines but occasionally requires corrective feedback on hygiene, handling, or proper storage temperatures.	Fails to adhere to basic food safety or sanitation standards; disregards provincial health regulations, compromising food safety.
Workplace Hazard Control (WHMIS & Safe Work)	Actively models Safe Work Procedures; demonstrates profound WHMIS knowledge and proactively reports equipment issues or safety concerns to prevent hazards.	Adheres to Safe Work Procedures and contributes to a safe workplace as outlined in the Workplace Safety and Health Program; reports safety issues promptly.	Generally follows safety rules but requires reminders regarding specific Safe Work Procedures, WHMIS guidelines, or reporting equipment malfunctions.	Ignores Safe Work Procedures, handles commercial kitchen equipment unsafely, or fails to report clear workplace safety concerns.

Performance Indicator	4. Highly Effective	3. Effective	2. Progressing	1. Improvement Necessary
Personal Protective Equipment <i>(PPE Compliance)</i>	Models perfect and proactive adherence to all safety apparel and PPE recommendations (e.g. hairnets, rubber gloves, apron) in all conditions.	Faithfully adheres to Workplace Safety & Health guidelines regarding appropriate protective equipment and apparel in the kitchen.	With reminders and prompts, wears appropriate protective apparel or adheres to safe dress standards.	Often does not adhere to safety wear guidelines, endangering personal safety or compromising food sanitation.

As I look at my responses to this section, key areas for growth and development are:

Domain C: Logistics and Delivery Reliability

The nutritional program assistant ensures that prepared meals and administrative materials are securely, safely, and punctually delivered throughout the school division.

Performance Indicator	4. Highly Effective	3. Effective	2. Progressing	1. Improvement Necessary
Logistical Reliability & Scheduling	Strategically plans routes to consistently deliver meals ahead of schedule; maintains flawless and punctual adherence to all regional schedules.	Transports prepared meals and divisional internal mail to designated schools and programs according to established, timely schedules.	Successfully delivers meals but occasionally struggles with timing or transport routes, resulting in minor delivery delays.	Frequently late or misses scheduled deliveries, creating major disruptions to division-wide meal programs.
Safe Food Transportation	Exemplifies peak safety in transit; ensures food temperatures are continuously monitored and logged, and meal containers are handled with maximum safety.	Ensures safe food handling and maintains appropriate food temperatures during transportation, in accordance with health standards.	Transports food safely but sometimes forgets to monitor container integrity or check and record transit temperatures.	Handles meal containers unsafely during transport, leading to temperature violations, spills, or food contamination risks.

Performance Indicator	4. Highly Effective	3. Effective	2. Progressing	1. Improvement Necessary
Logs and Documentation	Maintains impeccable, highly detailed, and complete delivery and distribution logs; immediately communicates any regional receipt discrepancies.	Consistently maintains accurate delivery and distribution logs.	Maintains logs but has occasional missing entries, inaccurate details, or requires supervisor prompting to complete records.	Fails to maintain delivery and distribution logs, resulting in unverified deliveries and lack of program accountability.
Divisional Mail Transport ****may not apply to all roles****	Proactively coordinates internal mail handling, ensuring rapid and exceptionally organized divisional mail transport as required.	Transports divisional internal mail conscientiously and securely as required.	Transports internal mail but occasionally misplaces items or requires reminders to execute mail pickup and drop-off routines.	Disregards or fails to transport internal mail as assigned, disrupting divisional administrative logistics.

As I look at my responses to this section, key areas for growth and development are:

Domain D: Professional Responsibilities & Professionalism

The nutritional program assistant models exemplary professional behavior, reliability, and ethical standards, representing the Swan Valley School Division with dignity during all school deliveries and kitchen tasks.

Performance Indicator	4. Highly Effective	3. Effective	2. Progressing	1. Improvement Necessary
Attendance	Has perfect or near-perfect attendance (98-100%).	Has very good attendance (95-97%).	Has moderate absences (6-10%). If there are extenuating circumstances, state them below.	Has many absences (11% or more). If there are extenuating circumstances, state them below.

Performance Indicator	4. Highly Effective	3. Effective	2. Progressing	1. Improvement Necessary
Reliability & Punctuality	Proficiently carries out assignments conscientiously and punctually, is never late, and communicates effectively with supervisors.	Consistently carries out assignments conscientiously and punctually, is rarely late, and communicates well with supervisors.	Satisfactorily carries out assignments, is sometimes late, and maintains acceptable communication with kitchen supervisors.	Unsatisfactorily carries out assignments, is often late, and does not communicate well with supervisors.
Professional Boundary & Conduct	Presents as an exceptional professional; models exemplary interpersonal boundaries and acts as an ambassador for the culinary division.	Demonstrates professional demeanour and maintains appropriate, respectful boundaries when interacting with school-based staff and students.	Occasionally acts or speaks in an unprofessional manner, or struggles to maintain appropriate boundaries with school personnel.	Frequently acts in an unprofessional manner, violates professional boundaries, or shows disrespect to others.
Ethical Judgement & Trust	Is invariably ethical, honest, and forthright; uses impeccable judgement and maintains absolute confidentiality regarding school/divisional issues.	Is ethical and forthright, uses good judgement, and maintains confidentiality regarding student or personnel issues.	Sometimes uses questionable judgement, is less than completely honest, or requires reminders to maintain strict confidentiality.	Frequently unethical, dishonest, uses poor judgement, or violates student or personnel confidentiality.

As I look at my responses to this section, key areas for growth and development are:

Domain E: Organizational Competencies & Growth Mindset

The nutritional program assistant demonstrates collaboration, clear communication, initiative, and an active commitment to professional growth and adaptability in a dynamic school environment.

Performance Indicator	4. Highly Effective	3. Effective	2. Progressing	1. Improvement Necessary
Teamwork & Collaboration	Actively initiates collaboration and works cooperatively to support divisional culinary goals; excels at resolving kitchen coordination friction constructively.	Works cooperatively with kitchen colleagues and divisional staff to support program goals; coordinates effectively with kitchen team.	Collaborates but sometimes works in isolation, creating minor kitchen coordination issues or failing to share resources.	Demonstrates uncooperative behavior, collaborates infrequently, and prioritizes an independent, unaligned agenda.
Stakeholder Communication	Communicates clearly, respectfully, and with outstanding professional poise; builds outstanding trust with principals, teachers, and culinary staff.	Communicates clearly, respectfully, and professionally with kitchen staff, school administrators, and other SVSD personnel.	Communicates adequately but occasionally uses an inappropriate tone, lacks clarity, or fails to report crucial kitchen issues.	Communicates in a sarcastic, disrespectful, or unprofessional manner; fails to convey critical program information.
Adaptability & Problem-Solving	Highly resilient; adapts seamlessly to major adjustments in schedules, meal counts, or delivery routes with a positive, solutions-oriented attitude.	Responds effectively to changing tasks, schedules, and work environments; follows routines while adapting to changing priorities.	Struggles to adapt to changes; requires detailed instructions to pivot tasks or shows visible frustration during schedule changes.	Resists change and is unable or unwilling to adapt to changing kitchen routines, meal requirements, or division schedules.
Initiative & Self-Direction	Highly self-motivated; performs duties independently with minimal supervision, using spare kitchen time profitably to improve operations.	Performs duties independently with minimal supervision, following daily schedules and completing assigned tasks efficiently.	Completes only strictly assigned tasks; requires frequent supervision to utilize unstructured or spare kitchen time productively.	Lacks initiative; requires constant supervision and prompting to complete routine tasks or daily kitchen schedules.

Performance Indicator	4. Highly Effective	3. Effective	2. Progressing	1. Improvement Necessary
Openness & Growth Mindset	Actively seeks out constructive feedback; enthusiastically acquires new skills, practices, and certifications to enhance program quality.	Responds constructively to feedback and suggestions from leaders; open to learning new job functions, kitchen techniques, and strategies.	Is somewhat defensive when receiving feedback but eventually implements suggestions with supervisor guidance.	Is very defensive to feedback, resistant to implementing new ideas, or shows apathy toward professional growth.

As I look at my responses to this section, key areas for growth and development are:

Nutritional Program Assistant Professional Growth Plan

Name: _____	School: _____
Assignment: Nutritional Program Assistant (AP:830B)	Date: _____

Educational Assistants and Nutritional Program Assistants utilize this growth plan to set professional development goals annually. New assistants require a minimum of one (1) goal, while returning staff establish up to three (3) goals in collaboration with supervisors.

Goal #1 (New assistants only require 1 goal)

Area of Focus:	Domain (A, B, C, D, E): _____ What skill would you like to develop?
Action Plan:	What steps will you take to achieve this goal?
Measures / Success Indicators:	How will you know you have succeeded?
Results / Outcomes:	To be completed during Year End Review:

Goal #2

Area of Focus:	Domain (A, B, C, D, E): _____ What skill would you like to develop?
Action Plan:	What steps will you take to achieve this goal?
Measures / Success Indicators:	How will you know you have succeeded?
Results / Outcomes:	To be completed during Year End Review:

Goal #3

Area of Focus:	Domain (A, B, C, D, E): _____ What skill would you like to develop?
Action Plan:	What steps will you take to achieve this goal?
Measures / Success Indicators:	How will you know you have succeeded?
Results / Outcomes:	To be completed during Year End Review:

Goal Setting Agreement (September)

Employee Signature:

Date: _____

Supervisor Signature:

Date: _____

Year-End Review (by June 15)

Employee Signature:

Date: _____

Supervisor Signature:

Date: _____