

Senator Richard G. Lugar

———— 2012 ————

SCHOOL FOOD SERVICE EMPLOYEE OF THE YEAR



This award assists in providing formal recognition for school food service employees who contribute significantly to the health and learning capabilities of students.

Senator Richard G. Lugar, who has provided meritorious leadership in Congress to preserve and improve the school nutrition programs, is teaming with the Indiana Department of Education to provide recognition for a 15th year.

If you know someone who fulfills the selection criteria, you are encouraged to nominate him or her for this Employee of the Year Award. It will be presented at the Indiana School Nutrition Association's awards banquet in May of 2012. The Indiana Farm Bureau will provide a monetary award of \$500.

Nomination Guidelines

Nominees should have a minimum of two years work experience in school food service. All food service personnel except directors are eligible. Provide sufficient information explaining how the nominee exhibits the qualities listed for the selection criteria.

Selection Criteria

1. Customer Service

- Establishes good relationships with student and adult customers
- Provides "extra" service beyond normal job requirements

2. Attitude

- Maintains a positive disposition
- Is willing to fill in when needed
- Exhibits pride in career

3. Attendance

- Dependable
- Punctual

4. Professionalism

- Attends classes/workshops (within last 2 years)
- Participates in implementing new ideas
- Advocates the importance of nutrition education as a part of the school day

5. Performance

- Efficiency
- Quality of work
- Cooperation with co-workers
- Dependability
- Diligence

Entries must include ALL of the following information:

1. Nominee's name and position.
2. School name, address, and telephone.
3. Nominated by: name, title, address, telephone, relationship to employee, signature, and date.
Please list only one nominator, however you may include up to 3 letters of support from others.
4. List all school food service work experience, including the length of time at each school.
5. Number of employees supervised, if any.
6. Describe the job performance of the nominee for each of the **Selection Criteria**.
(For selection criteria #4 – Professionalism, list all food service related classes, conferences, workshops, and projects in which the individual has participated ***in the past two years.***)
7. Additional comments, if needed.

Entries must be postmarked by February 24, 2012.

Faxes will not be accepted.

Please mail nominations to:

Indiana Department of Education
School and Community Nutrition
Attention: Suzette Hartmann
151 West Ohio Street
Indianapolis, IN 46204

If you have any questions, please contact:
Suzette Hartmann at 317-232-0868 or
shartman@doe.in.gov

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School and Community Nutrition

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