



**2018**  
**School Food Service Employee of the Year Award**

**The Award**

For the 21<sup>st</sup> year, the Indiana Department of Education is providing formal recognition for school food service employees who contribute significantly to the health and learning capabilities of students. This award was created to recognize the outstanding achievements of school food service employees who excel in the areas of customer service, attitude, professionalism, and teamwork.

**Who is Eligible?**

All school food service personnel except directors are eligible. Nominees must have a minimum of two years' work experience in school food service. Nominees must work at an Indiana school participating in the National School Lunch Program.

**Recognition**

All nominees will receive a framed Certificate of Appreciation signed by the Indiana Superintendent of Public Instruction. The 2018 award recipient will receive \$200 from the Indiana Nutrition Council and a plaque from the Indiana Department of Education. The award will be presented at the recipient's school in the spring of 2018.

**Nomination Guidelines**

1. To nominate someone for this award, please complete the entire nomination form. Signature by the nominator must be original and in ink.
2. Verify the application is complete and return via postal service to:

Indiana Department of Education  
School and Community Nutrition  
Attention: Suzette Hartmann  
115 W. Washington Street  
South Tower, Suite 600  
Indianapolis, IN 46204

3. Nominations must be postmarked by **Friday, February 23, 2018.**
4. Faxes will not be accepted.

The selected 2018 recipient and nominator will be notified by telephone and mail. A framed Certificate of Appreciation for all other nominees will be mailed to each nominator. All applications are assessed on a point system by a committee to select the final recipient.

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

## 2018 School Food Service Employee of the Year Nomination Form

### **Nominee's Information**

Nominee's Name: [Click here to enter text.](#)  
Nominee's Title/Position: [Click here to enter text.](#)  
Nominee's School Building Name: [Click here to enter text.](#)  
Complete School Mailing Address: [Click here to enter text.](#)  
Telephone Number: [Click here to enter text.](#)  
Email Address: [Click here to enter text.](#)

List below all school food service work experience, including the length of time at each school:

[Click here to enter text.](#)

### **Nominated by:**

Nominator's Name: [Click here to enter text.](#)  
Nominator's Title: [Click here to enter text.](#)  
Nominator's School or Corporation: [Click here to enter text.](#)  
Complete Mailing Address: [Click here to enter text.](#)  
Telephone Number: [Click here to enter text.](#)  
Email Address: [Click here to enter text.](#)

Relationship to Nominee: [Click here to enter text.](#)

If the nominator **is not** the school principal, please enter the name of the school principal: [Click here to enter text.](#)

Signature of Nominator \_\_\_\_\_ Date \_\_\_\_\_  
(Signature is required in ink.)

If the nominator **is not** a Food Service Director and the school/corporation has a Food Service Director, please have the Food Service Director sign below:

Signature of Food Service Director \_\_\_\_\_ Date \_\_\_\_\_

**Directions:** Provide sufficient detail of how the nominee exhibits the qualities listed for each of the selection criteria: customer service, attitude, professionalism, and teamwork. Use as much space as needed. Please remember to complete all four criteria.

**1. Customer Service**

**Part A:** Describe how the nominee establishes a good relationship with students, teachers, administrators, and parents.

[Click here to enter text.](#)

**Part B:** Describe how the nominee provides “extra” service beyond normal job requirements.

[Click here to enter text.](#)

**2. Attitude**

Describe how the nominee maintains a positive disposition and exhibits pride in his/her career.

[Click here to enter text.](#)

### **3. Professionalism**

**Part A:** List any educational training opportunities (classes, conferences, workshops, webinars, etc.) the nominee has attended or participated in within the last two years. Include the name of the class, conference, etc.

[Click here to enter text.](#)

**Part B:** List any instances in which the nominee has participated in implementing new ideas.

[Click here to enter text.](#)

**Part C:** List how the nominee advocates the importance of nutrition education as part of the school day.

[Click here to enter text.](#)

### **4. Teamwork**

Explain how the nominee exhibits a high standard of performance in terms of his/her teamwork and cooperation with co-workers and school staff.

[Click here to enter text.](#)

**Thank you for submitting a nomination for the 2018 School Food Service Employee of the Year Award!**