



EMPLOYEE RECOGNITION PROGRAM 2011-2012

Nomination Form

Name: _____ Title: _____

School: _____ Date: _____

- I am a:
- Chartwells/Thompson Area Director
 - Chartwells/Thompson Management Staff Member
 - DCPS Administrator or Staff Member
 - Chartwells/Thompson Hourly Associate

I would like to nominate _____ (individual name or entire school staff) for the following award:

- Customer Service & Partnership Building (Individual Award)
- Going Above & Beyond; Can-Do Attitude (Individual Award)
- Accountability & Compliance (School Award)
- Food Presentation & Execution (School Award)
- Overall Merchandising (School Award)

Please provide a few sentences explaining why you believe the above individual(s) deserve this specific award. Refer to the award reference sheet (page 2) for more detailed information about each award category.

Submission Instructions:

If you are a Chartwells/Thompson hourly associate, please email or fax this form to your Area Director. Any other submitters should email or fax this form to LaTrese Brown, Chartwells Marketing Manager, at latrese.brown@compass-usa.com or 202-576-6369. You can also obtain forms at: www.chartwellschooldining.com/DCPS/content/promotions.asp

Deadlines are firm

Quarterly Submission deadlines:

December Award (First Quarter)	Friday, November 18, 2011
February Award (Second Quarter)	Friday, January 13, 2012
March Award (Third Quarter)	Friday, March 2, 2012
May Award (Fourth Quarter)	Friday, April 20, 2012

All awards will be presented after the nomination deadline, during the award month

Award Reference Sheet

Use this reference sheet to determine which award category best fits the individual(s) you are nominating. Please consider the selection criteria when writing your nomination statement, and include examples when possible that demonstrate specific criteria.

Award Categories for Individuals

Customer Service (Partnership-Building)

Selection Criteria

- Courtesy
- Professionalism
- Partnership building (rapport)
- Communication

Above and Beyond (Can Do Attitude)

Selection Criteria

- Leadership
- Commitment
- Innovation
- Motivation
- Positivity

Award Categories for Schools (Entire Staff)

Accountability/Compliance

Selection Criteria

- Audits (USDA/Accountability, Dept of Health, etc.)
- Proper use of POS
- Accuracy in record keeping
- Inventory management and waste/cost control

Food Presentation & Execution

Selection Criteria

- Consistency in recipe execution
- Correct use of small wares and display equipment
- Utilization of tools and guides (i.e. recipe binder)
- Creativity in presentation

Overall Merchandising

Selection Criteria

- Appropriate signage and placement
- Appealing line set up
- Superior execution of promotions
- Excellence in implementation of a la carte (if applicable)