SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
SCHOOL FOOD SERVICE ASSISTANT MANAGER

1. SERVICE DELIVERY

_____ 1. Assist the School Food Service Manager as needed and be prepared to take total responsibility if needed.
_____ 2. Assist the Manager with specific daily duties as assigned.
_____ 3. Assist in all food preparation areas as needed.
_____ 4. Check all food production for quality and quantity.
_____ 5. Assist in ordering supplies and keeping inventory.
_____ 6. Check all equipment daily or weekly and report problems.
_____ 7. Check food storage areas for proper temperature for food storage.
_____ 8. Participate in inservice training sessions.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

_____ 9. Work as an individual or as a team members.
_____ 10. Interact with students, food service personnel and school personnel.
_____ 11. Report to work punctually and regularly.
_____ 12. Display an appropriate work ethic.
_____ 13. Follow all school and food service policies and guidelines.

3. SYSTEM SUPPORT

_____ 14. Communicate well with co-workers and school personnel.
_____ 15. Represent the School Board in an appropriate manner.
_____ 16. Perform other duties as assigned.

4. WORKSITE SERVICE STANDARDS

INDICATORS

_____ 17. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teamsmanship and communication skills, translating organizational purpose into observable behavior and others.
_____ 18. _____
_____ 19. _____
_____ 20. _____
_____ 21. _____

5. ASSESSMENT AND OTHER SERVICES

_____ 22. The use of the adopted performance appraisal systems for instructional and other employees.
_____ 23. The accurate and timely filing of all school reports
_____ 24. The completion of required professional development services.

SCHOOL FOOD SERVICE ASSISTANT MANAGER (Continued)

_____ 25. _____

_____ 26. _____

DATA COLLECTION CODES

O -- Observed   **I – Clearly Indicated**
C -- Collected Data   **NE – Not Evident**

INTERACTION DATES

Formal Observations   **Informal Observations**

_____(Date)   _____(Date)

_____(Date)   _____(Date)

_____(Date)   _____(Date)

_____(Signature of Evaluator / Date)