

SCHOOL DISTRICT OF GADSDEN COUNTY

SCHOOL FOOD SERVICE MANAGER

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

- 1. Cooperate with the Principal and staff in developing the food service program for maximum benefit to school and community.
2. Prepare and serve high quality, nutritious and attractive meals.
3. Supervise and evaluate food service personnel jointly with the Principal.
4. Assist the Principal with employment, re-employment, transfers and terminations,
5. Maintain high standards of sanitation and safety.
6. Submit reports and maintain records as required.
7. Provide on-going inservice training for food service personnel.
8. Exercise managerial skills to control food, labor and non-labor costs.
9. Supervise the cash collection and accountability of cash receipts.
10. Supervise all food and non-food orders from District and outside vendors.
11. Recommend the purchase of equipment.

Source Code (circle choices)

- A. Behavioral Event Interview B. Direct Documentation C. Indirect Documentation D. Training Programs Competency Acquisition E. Evaluatee Provided F. Confirmed Observation

Rating Code (circle one)

- Unsatisfactory Needs Improvement Effective Very Effective Outstanding

SCHOOL FOOD SERVICE MANAGER (Continued)

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions					
<p>12. Work as a team leader. 13. Interact with students and all school personnel. 14. Report to work punctually and regularly. 15. Display an appropriate work ethic. 16. Follow all school and food service policies and guidelines.</p>					
Source Code <small>(circle choices)</small>					
A. Behavioral Event Interview	B. Direct Documentation	C. Indirect Documentation	D. Training Programs Competency Acquisition	E. Evaluatee Provided	F. Confirmed Observation
Rating Code <small>(circle one)</small>					
Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding	

3. SYSTEM SUPPORT

Category Definitions					
<p>17. Communicate well with co-workers, school personnel and the Principal. 18. Maintain a positive relationship with outside vendors. 19. Represent the School Board in an appropriate manner. 20. Perform other duties as assigned.</p>					
Source Code <small>(circle choices)</small>					
A. Behavioral Event Interview	B. Direct Documentation	C. Indirect Documentation	D. Training Programs Competency Acquisition	E. Evaluatee Provided	F. Confirmed Observation
Rating Code <small>(circle one)</small>					
Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding	

SCHOOL FOOD SERVICE MANAGER (Continued)

4. WORKSITE SERVICE STANDARDS**Control Dimension**

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.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.

Source Code (circle choices)

A. Behavioral Event Interview	B. Direct Documentation	C. Indirect Documentation	D. Training Programs Competency Acquisition	E. Evaluatee Provided	F. Confirmed Observation
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Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding
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5. ASSESSMENT AND OTHER SERVICES**Control Dimension**

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

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall Effective or higher rating.

Source Code (circle choices)

A. Behavioral Event Interview	B. Direct Documentation	C. Indirect Documentation	D. Training Programs Competency Acquisition	E. Evaluatee Provided	F. Confirmed Observation
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Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding
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SCHOOL FOOD SERVICE MANAGER (Continued)

OVERALL RATING: (enter total scores)

Input from parents and teachers was collected and analyzed in preparation of this report.

Unsatisfactory _____ Needs Improvement _____ Effective _____ Very Effective _____ Outstanding _____

Comments of the Evaluatee:

This evaluation has been discussed with me: Yes _____ No _____

Signature of Evaluatee **Date**

Comments of the Evaluator:

Signature of Evaluator **Date**