

SCHOOL DISTRICT OF GADSDEN COUNTY

WAREHOUSE FOREMAN

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

I. SERVICE DELIVERY

Category Definitions

1. Plan and direct the inventory and stock control program for equipment, food and supplies.
2. Direct the distribution of equipment, food and supplies to all facilities within the District.
3. Supervise the training of all department staff.
4. Supervise the annual physical inventory.
5. Maintain proper inventory levels through timely ordering of stock items.
6. Solicit quotes and develop bid specifications for items stocked.
7. Provide conformity to warehouse budgetary constraints.
8. Maintain inventory records of all materials and equipment on a daily basis and submit inventory as requested and required.
9. Maintain temperature and temperature logs for all refrigerated food items.
10. Follow-up on written or oral work orders issued by the Director of Facilities.

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 |
|----------------|-------------------|-----------|----------------|-------------|

WAREHOUSE FOREMAN (Continued)

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions					
<p>11. Maintain high visibility within the facility and assist as needed.</p> <p>12. Provide for positive communication among staff and vendors alike.</p> <p>13. Model and maintain high ethical standards for self and employees.</p> <p>14. Coordinate the safety and inspection of the facility.</p> <p>15. Maintain attendance and proper dress rules as required.</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>16. Assist District staff in evaluating products to determine and agree upon levels of quality for items stocked.</p> <p>17. Notify, promptly, Property Records Department of equipment items received in the warehouse.</p> <p>18. Maintain warehouse security, assigned vehicles and safeguard all stock items against fire, theft and damage.</p> <p>19. Notify the Purchasing and Food Service Departments when the minimum reorder point for stocked items has been reached.</p> <p>20. Notify the Director of Facilities of the status of warehouse work and any special problems encountered during the course of the work.</p> <p>21. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.</p> <p>22. 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	

WAREHOUSE FOREMAN (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 |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

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 |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

WAREHOUSE FOREMAN (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**