

SCHOOL DISTRICT OF GADSDEN COUNTY

SCHOOL FOOD SERVICE OPERATION MANAGER

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

I. SERVICE DELIVERY

Category Definitions

- *(1) Supervise school food service personnel jointly with the SFS Financial Manager.
- *(2) Prepare work schedules and specific duties for school food service personnel.
- *(3) Assume responsibility for accurate meal counts, cash collections, and deposits.
- *(4) Supervise all food and non-food orders from District and outside vendors.
- *(5) Maintain accurate inventory of food and non-food items.
- *(6) Maintain high standards of safety, security, and sanitation.
- *(7) Supervise employment, re-employment, transfers, and resignations, ensuring equal employment opportunity in hiring and promotion.
- *(8) Work with Principals and teachers in planning, developing, and utilizing the school food service program as a service and educational asset in the school program.
- *(9) Knowledge of number and types of workers needed to staff a large food service operation.
- *(10) Knowledge of employee policies and procedures and supervisory techniques.
- *(11) Ability to instruct, evaluate, and supervise employees.
- *(12) Review procedures used in ordering, receiving, storing, and inventorying food and supplies to ensure that food stock is efficient.
- *(13) Actively monitors and updates the budget during the fiscal period for changes in the food service program.
- *(14) Responsible for the operational management and administrative direction with a budget and financial area of the food service department and supports the mission and vision of the department/program and the District.
- *(15) Assist and / or direct the investigation of errors and complaints.

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

2. EMPLOYEE QUALITIES/RESPONSIBILITIES

Category Definitions

- *(16) Manage the entire school meal service production to ensure compliance with Federal, state, and local regulations.
- *(17) Submits the annual reauthorization of cash collections points and change funds to the business office by July 1 each year or whenever a change in the custodian is made.
- *(18) Exercise managerial skills to control food, labor, and non-labor costs.
- *(19) Provide ongoing in-service training for food service personnel. Train and assist employees in the proper handling of foods, correct use and care of equipment and in maintaining high standards of sanitation and safety.
- *(20) Identifies staff development and training needs and ensures that training is obtained.
- *(21) Develops and enforces procedures.
- *(22) Reviews staffing patterns to ensure proper assignments.
- *(23) Oversees equipment maintenance. Requests equipment repairs or replacement.
- *(24) Plan well-balanced, nutritional and appetizing menus with a fixed budget.
- *(25) Foster and maintain a good work ethic and professional image.
- *(26) Provide annual performance appraisal to food service staff.
- *(27) Ensure that School Board policies and governmental regulations are consistently applied to assignment.
- *(28) Assist external auditor with documentation requests and provide responses to business process inquiries. Responsible for coordinating requests by auditors in a timely and efficient manner.

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

3. SYSTEM SUPPORT

Category Definitions

- * (29) Maintain records and submit reports as required.
- * (30) Tests and approves new recipes for use.
- * (31) Knowledge of mathematical calculations used in determining the number of servings in a given amount of food, modifying recipes, and determining food costs and projections.
- * (32) Maintain records and prepare reports.
- * (33) Inspect food service areas to assure compliance with health, safety, and sanitation requirements and regulations.
- * (34) Attend School Food Service Association Meetings and related functions.
- * (35) Respond immediately to emergency problems.
- * (36) Develop an annual needs assessment for the food service program.
- * (37) Knowledge of and the ability to utilize the computer for a variety of functions relative to the food service program.
- * (38) Represent the School Board in an appropriate manner.
- * (39) Perform other incidental tasks consistent with the goals and objectives of the District and this position.
- * (40) Responsible for developing and maintaining partnerships throughout the District in order to attain District's goals and objectives.
- * (41) Maintain confidentiality at all times regarding all matters related to assignment.
- * (42) Participate in workshops and training sessions as assigned.
- * (43) Maintain work area in a safe and secure manner.
- * (44) Assist the Assistant Superintendent for Business and Finance with required reports.
- * (45) Perform other duties as assigned by Assistant Superintendent for Business and Finance.
- (46) Perform other duties as assigned.

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

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

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