

**SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
SCHOOL FOOD SERVICE WORKER**

1. SERVICE DELIVERY

- _____ 1. Be responsible for performance of duties assigned by the Manager.
- _____ 2. Be responsible for preparation and serving of food and the cleaning duties assigned by the Manager.
- _____ 3. Serve in any capacity which may be necessary.
- _____ 4. Observe all safety rules and report any accident to Manager.
- _____ 5. Take proper care of equipment and facilities.
- _____ 6. Demonstrate proper health and sanitation practices.
- _____ 7. Participate in on-going inservice programs.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 8. Work independently or as a team member.
- _____ 9. Work cooperatively with other workers.
- _____ 10. Display a pleasant attitude toward students.
- _____ 11. Report to work punctually and regularly.
- _____ 12. Follow all school and food service policies.

3. SYSTEM SUPPORT

- _____ 13. Communicate well with Manager.
- _____ 14. Represent the School Board in a positive manner.
- _____ 15. Perform other duties as assigned.

4. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 16. 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, teammanship and communication skills, translating organizational purpose into observable behavior and others.
- _____ 17. _____
- _____ 18. _____
- _____ 19. _____
- _____ 20. _____

5. ASSESSMENT AND OTHER SERVICES

- _____ 21. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 22. The accurate and timely filing of all school reports
- _____ 23. The completion of required professional development services.
- _____ 24. _____
- _____ 25. _____

SCHOOL FOOD SERVICE WORKER (Continued)

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I -- Clearly Indicated
NE -- Not Evident

INTERACTION DATES

Formal Observations

Informal Observations

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Signature of Evaluator / Date)