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

1. SERVICE DELIVERY

_____ 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.

2 . EMPLOYEE QUALITIES / RESPONSIBILITIES

_____ 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.

3. SYSTEM SUPPORT

_____ 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.

4. WORKSITE SERVICE STANDARDS

INDICATORS

_____ 21. 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.

_____ 22. _____

_____ 23. _____

_____ 24. _____

_____ 25. _____

SCHOOL FOOD SERVICE MANAGER (Continued)

5. *ASSESSMENT AND OTHER SERVICES*

26. The use of the adopted performance appraisal systems for instructional and other employees.
27. The accurate and timely filing of all school reports
28. The completion of required professional development services.
29. _____
30. _____

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)**