

**WAKULLA COUNTY SCHOOL BOARD  
 COMPREHENSIVE ASSESSMENT FORM SUMMARY  
 SUPPORT PERSONNEL**

Name \_\_\_\_\_ Position **SCHOOL FOOD SERVICE MANAGER**

School / Dept \_\_\_\_\_ School Year \_\_\_\_\_ EIN # \_\_\_\_\_

JOB CONTEXT SERVICE CATEGORY	Needs				
	<u>Outstanding</u>	<u>Exemplary</u>	<u>Effective</u>	<u>Improvement</u>	<u>Unsatisfactory</u>
1. SERVICE DELIVERY	<input type="checkbox"/> 30	<input type="checkbox"/> 28	<input type="checkbox"/> 26	<input type="checkbox"/> 18	<input type="checkbox"/> 0
2. INTER/INTRA – AGENCY COMMUNICATION AND DELIVERY	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 12	<input type="checkbox"/> 6	<input type="checkbox"/> 0
3. EMPLOYEE QUALITIES/RESPONSIBILITIES	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
4. SYSTEM SUPPORT	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
5. WORKSITE SERVICE STANDARDS	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
<b>Totals:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Overall Rating**

Information from the comprehensive feedback summary was collected and analyzed in the preparation of this report.

Outstanding  100 – 94      Exemplary  93 – 86      Effective  85 – 75      Needs Improvement  74 – 65      Unsatisfactory  64 - 0

Comments of the Evaluatee:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

This evaluation has been discussed with me: Yes \_\_\_\_\_ No \_\_\_\_\_

Comments of the Evaluator:

\_\_\_\_\_  
 Signature of Evaluatee

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Evaluator

\_\_\_\_\_  
 Date

**WAKULLA COUNTY SCHOOL BOARD ANNUAL  
PERFORMANCE APPRAISAL  
SCHOOL FOOD SERVICE MANAGER**

Name \_\_\_\_\_ Position \_\_\_\_\_

School / Dept. \_\_\_\_\_ School Year \_\_\_\_\_

**1. SERVICE DELIVERY**

**Category Definitions**

1. Manage the entire school meal service operation to ensure compliance with federal, state and local regulations.
2. Supervise and evaluate school food service personnel jointly with the SFS Coordinator.
3. Prepare work schedules and specific duties for school food service personnel.
4. Assume responsibility for accurate meal counts, cash collections and deposits.
5. Maintain records and submit reports as required.
6. Supervise all food and non-food orders from District and outside vendors.
7. Maintain accurate inventory of food and non-food items.
8. Maintain high standards of safety, security and sanitation.
9. Exercise managerial skills to control food, labor and non-labor costs.
10. Requisition needed repair and maintenance work.
11. Recommend the purchase of equipment.
12. Prepare and serve high quality, nutritional and attractive meals.
13. Assist the Coordinator with employment, re-employment, transfers and resignations.
14. Cooperate with school, parents and physicians on meeting special dietary needs of children.
15. Assume duties of absentee school food service employees as necessary.
16. Supervise the operation and care of equipment.
17. Work with Principal and teachers in planning, developing and utilizing the school food service program as a service and educational asset in the school program.

Source Code (Check Choices)     A. Direct Documentation     B. Indirect Documentation     C. Training Programs Competency Acquisition     D. Evaluatee Provided     E. Confirmed Observation

Rating Code (Check One)     Outstanding 30     Exemplary 28     Effective 26     Needs Improvement 18     Unsatisfactory 0

**2. INTER / INTRA-AGENCY COMMUNICATION AND DELIVERY**

**Category Definitions**

18. Interact appropriately with students, parents and school personnel.
19. Communicate well with co-workers, school personnel and the Coordinator.
20. Cooperate with community organizations utilizing lunchroom facilities.
21. Report any accidents to the Principal.

Source Code (Check Choices)     A. Direct Documentation     B. Indirect Documentation     C. Training Programs Competency Acquisition     D. Evaluatee Provided     E. Confirmed Observation

Rating Code (Check One)     Outstanding 16     Exemplary 14     Effective 12     Needs Improvement 6     Unsatisfactory 0

Name \_\_\_\_\_

Position \_\_\_\_\_

**3. EMPLOYEE QUALITIES / RESPONSIBILITIES**

**Category Definitions**

- 22. Work as a team leader.
- 23. Report to work punctually and regularly.
- 24. Display an appropriate work ethic.
- 25. Follow all school and food service policies and guidelines.
- 26. Continue to improve knowledge and competence relative to position.

Source Code (Check Choices)     A. Direct Documentation     B. Indirect Documentation     C. Training Programs Competency Acquisition     D. Evaluatee Provided     E. Confirmed Observation

Rating Code (Check One)     Outstanding 18     Exemplary 16     Effective 14     Needs Improvement 7     Unsatisfactory 0

**4. SYSTEM SUPPORT**

**Category Definitions**

- 27. Prepare all required reports and maintain all appropriate records.
- 28. Provide ongoing inservice training for food service personnel
- 29. Maintain a positive relationship with outside vendors.
- 30. Represent the School Board in an appropriate manner.
- 31. Perform other incidental tasks consistent with the goals and objectives of the District and this position.
- 32. Attend School Food Service Association Meetings and related functions.

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Rating Code (Check One)     Outstanding 18     Exemplary 16     Effective 14     Needs Improvement 7     Unsatisfactory 0

**5. WORKSITE SERVICE STANDARDS**

**Control Dimension**

Does the employee that you are evaluating . . .

- Take the initiative ... looks to see what needs to be done and then jumps in to get it done (even if it is not their specific job)
- Have a neat, clean appearance
- Communicate with people in a pleasant, positive manner
- Get along well with other people ... co-workers, students, teachers, manager
- Work positively with others to accomplish a task ... team work
- Arrive to work on time
- Follow directions
- Be counted on to do whatever it takes to get the job done (dependable)
- Organize and use a system for completing assigned tasks
- Produce a quality food item or present the food in such a manner that children will want to eat
- Positively promote the food service program through various activities/functions.

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Rating Code (Check One)     Outstanding 18     Exemplary 16     Effective 14     Needs Improvement 7     Unsatisfactory 0