

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

Name _____ Position **SCHOOL FOOD RESOURCE 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
Totals:	[]	[]	[]	[]	[]

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 _____

 Signature of Evaluatee

 Date

Comments of the Evaluator:

 Signature of Evaluator

 Date

**WAKULLA COUNTY SCHOOL BOARD ANNUAL
PERFORMANCE APPRAISAL
SCHOOL FOOD RESOURCE 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.

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

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