

Emery County School District
Support Staff Employee Evaluation – Food Service Manager

Employee _____
 School _____ Evaluation Date _____

1 = Not Effective* 2 = Effective 3 = Highly Effective
 *Comment Required

•WORKPLACE SKILLS

Observes work hours/attendance	1	2	3
Provides supervision to food service personnel, including organizing work priorities and schedules.	1	2	3
Communicates with Food Service Supervisor concerning food order and deliveries, menus, reports, inventories, etc.	1	2	3
Maintains an orderly and pleasant work environment in the school cafeteria	1	2	3
Routinely inspects kitchen facilities and monitors work activities and insures compliance with safety and other work activity standards	1	2	3
Insures that food quality and good sanitation practices are maintained	1	2	3
Assures that food service equipment is used properly and maintained	1	2	3
Insures that food is properly stored and that kitchen areas are neat and orderly	1	2	3
Insures that dietary and USDA guidelines and requirements are followed	1	2	3
Works closely with the principal to support school-wide goals for student	1	2	3
Prepares food that appears appetizing and is acceptable in taste	1	2	3
Meets food preparation work standards and deadlines	1	2	3
Demonstrates knowledge of work	1	2	3

•INTERPERSONAL SKILLS

Practices positive public and staff relations – works well with administration, coworkers, school staff and students, as well as community members	1	2	3
Able to communicate effectively, verbally and in writing	1	2	3
Appropriate personal appearance and grooming	1	2	3
Is enthusiastic, positive and encouraging	1	2	3
Shows initiative	1	2	3
Is an effective team worker	1	2	3
Uses appropriate language and tone when speaking to others	1	2	3

•ADAPTABILITY

Is open to alternatives and suggestions – is flexible	1	2	3
Maintains composure in stressful situations	1	2	3
Demonstrates good judgment/makes reasonable decisions	1	2	3

PROFESSIONAL RESPONSIBILITIES

Keeps informed and adheres to policies and regulations applicable to the position	1	2	3
Willingly shares ideas and expertise with colleagues	1	2	3
Handles confidential/sensitive information appropriately	1	2	3
Performs other job related duties as assigned by the principal or CNP supervisor	1	2	3
Promptly and effectively responds to concerns and complaints	1	2	3
Supports school and district goals and policies	1	2	3

OVERALL ANNUAL RATING (Summative) 1 2 3

(While the summative rating is based on an overall summary of all standards, a rating of 1 in any standard could result in an employee being placed on probation for improvement. If satisfactory improvement is not made within the specified time period, non-renewal or termination could result)

Self Improvement Goal for Next Year _____

*Evaluator Comments: (Required for #1 ratings)

This evaluation represents my best judgment of the employee’s performance. I hereby recommend:

- ___ Employee be retained as a Provisional Employee (Policy GDA)
- ___ Employee be retained as a Career Employee (Policy GDA)
- ___ Employee be retained as an At-Will or Temporary Employee (Policy GDA)
- ___ Employee be put on probation
- ___ Employee be terminated or non-renewed

Signature of Principal/Supervisor/Designee _____ Date _____

This evaluation has been discussed with me and I have received a copy.

Signature of Employee _____ Date _____
(Employee's signature does not necessarily imply agreement or approval of the evaluation results)

Employee Comment: (Please indicate what you feel your supervisor can do to help you improve in your job performance – use another sheet if necessary)