

**CHILD NUTRITION COORDINATOR
Summative Appraisal Form**

Name _____

School Location _____

Appraisal Period: From _____ to _____

Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

JOB PERFORMANCE STATEMENTS

General Duties

- ___ 1. Regularly completes inspections and reviews performance of each site; provides assistance to managers as needed.
- ___ 2. Oversees food service database to ensure program compliancy.
- ___ 3. Oversees and monitors Summer Food Service program.
- ___ 4. Maintains data integrity while working with other departments in the district.

COMMENTS: _____

Budget and Inventory

- ___ 5. Assists with preparation and administration of program budget.
- ___ 6. Assists in facility planning and equipment specification and selection.
- ___ 7. Assists with the evaluation of formal bids and makes recommendations for the awarding of contracts for school board approval.
- ___ 8. Assists with all aspects of compliance reviews and audits.

COMMENTS: _____

Safety and Sanitation

- ___ 9. Ensures cafeterias maintain a safe work environment and reports unsafe working conditions.
- ___ 10. Ensures all equipment is in good working order. Recommends replacement as needed.
- ___ 11. Assists in facility planning and equipment specification and selection.
- ___ 12. Follows district safety protocols and emergency procedures.

COMMENTS: _____

Supervisory Responsibilities

- ___ 13. Implements policies established by federal and state laws, and board policy.
- ___ 14. Attends training sessions/conferences to enhance professional skills and knowledge.
- ___ 15. Compiles, maintains, and files all reports, records, and other documents required.
- ___ 16. Oversees the upgrades for district-level POS and office software annually as needed.
- ___ 17. Ensures software programs are operating with compliance to all laws and regulations.

COMMENTS: _____

Other

- ___ 18. Maintains confidentiality of information.
- ___ 19. Performs all other task and duties as assigned.

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success for students on this campus/department?

Summative Conference Comments:

Recommendation of Evaluator: I have read and received a copy of this evaluation. I have reviewed this instrument.

Renewal and/or Extension of Assignment

Non-renewal of Assignment

Termination of Assignment

Non-extension of Assignment

Administrator (Print Name)

Date

Administrator (Signature)

Date

Employee's Signature

Date