

**SUPERVISOR, FOOD SERVICE
Summative Appraisal Form**

Name _____

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

- ____1. Assists in preparation of and may conduct instruction of staff meetings, scheduled workshops and in-service training as required, with director approval.
- ____2. Performs yearly on-site school reviews as required by TEA Child Nutrition Program to ensure regulations and guidelines are being followed.
- ____3. Ensures that cafeteria staff are trained to correctly use the point of sale system.
- ____4. Audits cashiers daily work; cash deposits, accurate count on free and reduced lunch applicants.
- ____5. Assists in reading computer reports, report discrepancies to Director.
- ____6. Ensures that month end documentation is completed on time and ensures that all expenses are accounted for.
- ____7. Assists in observing Food Service Employees to ensure that policies, performance techniques and standards are being followed.
- ____8. Counsels and trains employees when needed.
- ____9. Completes staff worksheets for the substitute workers and ensures that proper staff levels are kept at each campus.

- ____10. Assists director in developing departmental policies and procedures.
- ____11. Knows the procedures for processing, verifying and receiving lunch applications in order to assist with this processing.
- ____12. Prepares deposits for all federal and local monies accrued to Food Service.
- ____13. Carries out office duties in absence of clerical staff

COMMENTS: _____

Other

- ____14. Maintains proper standards of professional conduct and appearance.
- ____15. Performs other duties assigned by Director.
- ____16. Maintains confidentiality of information.
- ____17. Follows established Food Service Standard Operating Procedures.

COMMENTS: _____

Supervisory Responsibilities

- ____18. Assists director in supervision and evaluation of food service employees.

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's (Print Name)

Date

Administrator's (Signature)

Date

Employee's Signature

Date