

**CLERK, FOOD SERVICES BUDGET
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

Cafeteria Management

- ____1. Monitors cashiers and implements National School Lunch and Breakfast Program regulations and guidelines.
- ____2. Fulfills Office Supply Orders from the cafeterias.

COMMENTS: _____

Policy, Law and Compliance

- ____3. Reviews applications for free and reduced-price meals for National School Lunch and Breakfast Program for eligibility, verifying and receiving lunch applications in order to assist with this processing.
- ____4. Prepares, reviews and submits application packets for all sites and meal periods for all district food service programs.

- ____5. Responsible for all required reports and documentation that are due to federal and state agencies and to ensure they are submitted in a timely manner. For example, Annual Financial report, CEP report, Adult Meal Price Calculator, Paid Lunch Equity Tool Report are just a few examples of what is required.
- ____6. Uploads the DC report in a timely manner twice a month when released in the first week.
- ____7. Generates and reconciles the Address Verification Report as needed.
- ____8. Audits and reconciles food service code for special provision students, such as migrant, head start, etc.

COMMENTS: _____

Financial

- ____9. Prepares deposits for all federal and local monies accrued to Food Service.
- ____10. Assists in the preparation and implementation of food service budget including Federal and local revenues and all expenditures
- ____11. Ensures all claims for meals are completed
- ____12. Prepares budget amendments and revisions. Types purchase requisitions, memos and reports.
- ____13. Prepares and receives all purchase orders for the food service department in a timely manner.

COMMENTS: _____

Other

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

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