

**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

Customer Service

- ____ 1. Establishes quality standards for the presentation and service of food.
- ____ 2. Implements a district-wide customer service driven philosophy that focuses on value and satisfaction.

COMMENTS: _____

Sanitation, Food Safety, and Employee Safety

- ____ 3. Establishes procedures to ensure that food is prepared and served in a sanitary and safe environment by the Food Service Management Company.
- ____ 4. Maintains record of Health Certification at all feeding sites.
- ____ 5. Develops and integrates employee safety regulations into all phases of the school food service operation.
- ____ 6. Establishes procedures and policies for risk management

COMMENTS: _____

Financial Management and Recordkeeping

- ____ 7. Manages the CNP using appropriate fiscal management techniques.
- ____ 8. Implements efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws (USDA FSMC Guidance for SFAs-May 2016 policies).

COMMENTS: _____

Food Production

- ____ 9. Develops procedures to ensure the food production system provides safe nutritious food of high quality as written in the contract.

COMMENTS: _____

Procurement

- ____ 10. Develops purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer preferences, district needs, policies, and nutrition objectives.
- ____ 11. Ensures the FSMC maximize the use of USDA donated Foods in menu planning and production.
- ____ 12. Monitors the issuance of credits by FSMC for the use of all USDA Donated Foods.
- ____ 13. Monitors the receiving, storing, and inventorying of food and non-food supplies based on the sound principles of management.

COMMENTS: _____

Program Accountability

- ____ 14. Implements Free and Reduced-Price Meal Process
- ____ 15. Reviews and approves monthly claim for reimbursement.
- ____ 16. Develops guidelines for providing services in response to disaster or emergency situations.
- ____ 17. Monitors the food service operation by conducting reviews once a semester using the Food Service Management Company Contract Review Form to ensure compliance with approved FSMC contract.
- ____ 18. Conducts on-site reviews of counting/claiming system by school for all required programs.
- ____ 19. Follows-up on any counts which show counting discrepancies.

COMMENTS: _____

Nutrition and Menu Planning

- ____ 20. Establishes an advisory board that includes parents, teachers and students to assist with menu planning,
- ____ 21. Monitors FSMC adherence to 21-day cycle menu of meal service. Approve all menu changes prior to publishing menus and service.
- ____ 22. Approves menu substitutions as needed.
- ____ 23. Assesses customer preferences, industry trends, and current research to plan menus that encourage participation in the CNP.

COMMENTS: _____

General Management

- ____ 24. Employs management techniques to maintain an effective and efficient CNP.
- ____ 25. Implements policies and procedures to ensure the effective operations of CNPs.

COMMENTS: _____

Personnel Management

- ____ 26. Implements personnel policies and procedures for the CNP according to local, state, and federal regulations and laws.
- ____ 27. Develops job performance standards that provide for performance improvement.
- ____ 28. Supervises the hiring, training, and evaluating of District Child Nutrition Program personnel
- ____ 29. Directly supervises the Food Service Supervisor and Food Service Managers.
- ____ 30. Oversees procedures to implement employee contract agreements, progressive discipline, and formal grievances.
- ____ 31. Establishes and facilitates employee committees and acts as a liaison between committee and district leadership.
- ____ 32. Establishes standards for the professional development of the district’s CNP personnel.

COMMENTS: _____

Other

- ____ 33. Performs and directs job related proficiency with the highest ethical integrity.
- ____ 34. Performs and directs with a commitment to promote a quality CNP that meets the nutritional needs of the customers served.
- ____ 35. Performs and directs with an overall nature that is committed to the goals and visions of the school district.

