

**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 developing, presenting and evaluating nutrition educational program materials and methods of implementation for students and staff within the district. Review available nutrition education materials and media and recommend suitable resources.
- ____2. Evaluates the nutritional adequacy of meals using computerized nutrient analysis with the assistance of the Food Service Managers and Director. Makes recommendations to improve the nutritional quality of meals served when applicable.
- ____3. Assists in overseeing special nutrition and feeding programs including Head Start, Infant Feeding Program.
- ____4. Assists in providing nutritional consultation for school and cafeteria personnel regarding the appropriate modification of school meals served to students who are following a modified diet as prescribed by a physician.
- ____5. Assists in preparation of menus for printing and distribution to elementary students, including information on nutrition and promotional activities.
- ____6. Assists Director with in district Wellness Program. Attends assigned meetings for Wellness chairpersons and performs assigned duties.
- ____7. Provides community and professional nutrition education services as requested after receiving approval of Director of Food Service.

- ____8. Assists in coordination of promotions and marketing programs. Recommends materials and methods of implementation and assists in presentation of promotional programs to managers.
- ____9. Serves as instructor for TSFSA Continuing Education Courses when requested by Director.
- ____10. Assists in planning school breakfast and lunch menus to comply with U.S.D.A. Child Nutrition Guidelines to ensure that food of high nutritious quality is prepared and made available to each student in the school district.
- ____11. Assists in compiling food bid information, working with vendors and distributors in selecting the lowest priced items of acceptable quality.
- ____12. Assists in Coordinating and processing of U.S.D.A. commodities.
- ____13. Assists in reviewing inventories, food production records, and other records pertaining to the daily food service operation and instruct personnel in the use of these records.
- ____14. Assists in testing and evaluating of recipes, food samples and bid items and recording results.
- ____15. Conducts or assists in preparation and instruction of staff meetings, scheduled workshops, and in-service training as required.
- ____16. Perform yearly on-site school reviews as required by TEA Child Nutrition Program to ensure regulations and guidelines are being followed.
- ____17. Works with the Food Service Managers to instruct, train, and supervise kitchen personnel in proper food storage, preparation, serving, clean-up, safety and sanitation.
- ____18. Assists in observing Food Service Employees to ensure that policies, performance techniques and standards are being followed; counsels and trains employees when needed.
- ____19. Works cooperatively and communicates effectively with students, school staff, administrators, and the public to effectively promote and otherwise enhance the food service programs.
- ____20. Assists in developing departmental policies and procedures.
- ____21. Assists in departmental budgetary planning and makes recommendations concerning use of resources: labor, food and equipment.
- ____22. Participates in the activities of the School Food Service Association and the Texas School Food Service Association.
- ____23. Maintains proper standards of professional conduct and appearance.

COMMENTS: _____

Other

- ____24. Performs other duties assigned by Director.
- ____25. Maintains confidentiality of information.
- ____26. Follows established Food Service Standard Operating Procedures.

COMMENTS: _____

Supervisory Responsibilities

____27. Assists 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