

**WAKULLA COUNTY SCHOOL BOARD
 COMPREHENSIVE ASSESSMENT SUMMARY FORM
 DISTRICT BASED ADMINISTRATOR**

Name Position DIRECTOR OF FOOD SERVICES
 School / Dept School Year EIN #

JOB CONTEXT SERVICE CATEGORY	Needs				
	Outstanding	Exemplary	Effective	Improvement	Unsatisfactory
1. SERVICE DELIVERY	<input type="checkbox"/> 30	<input type="checkbox"/> 28	<input type="checkbox"/> 26	<input type="checkbox"/> 18	<input type="checkbox"/> 0
2. INTER / INTRA-AGENCY COMMUNICATION & DELIVERY	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 12	<input type="checkbox"/> 6	<input type="checkbox"/> 0
3. PROFESSIONAL GROWTH & IMPROVEMENT	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 12	<input type="checkbox"/> 6	<input type="checkbox"/> 0
4. SYSTEMIC FUNCTIONS	<input type="checkbox"/> 20	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 8	<input type="checkbox"/> 0
5. LEADERSHIP & STRATEGIC ORIENTATION	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
Totals:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. WORKSITE SERVICE STANDARDS	<input type="checkbox"/> OST	<input type="checkbox"/> EX	<input type="checkbox"/> EFF	<input type="checkbox"/> NI	<input type="checkbox"/> Un
7. ASSESSMENT AND OTHER SERVICES	<input type="checkbox"/> OST	<input type="checkbox"/> EX	<input type="checkbox"/> EFF	<input type="checkbox"/> NI	<input type="checkbox"/> Un

NOTE:
 An exemplary or higher rating is required in Job Context Service Categories 6 and 7 in order to receive an overall high exemplary or higher rating.

Overall Rating

Information from the comprehensive feedback summary was collected and analyzed in the preparation of this report.

Outstanding 100 - 94 Exemplary 93 - 86 Effective 85 - 75 Needs Improvement 74 - 65 Unsatisfactory 64 - 0

Comments of the Evaluatee:

This evaluation has been discussed with me: Yes _____ No _____

Comments of the Evaluator:

 Signature of Evaluatee Date

 Signature of Evaluator Date

**WAKULLA COUNTY SCHOOL BOARD ANNUAL
PERFORMANCE APPRAISAL
DIRECTOR OF FOOD SERVICES**

Name

School/Dept. School Year

1. SERVICE DELIVERY

Category Definitions

1. Coordinate the development of new school food service facilities and remodeling with review of floor plans and equipment specifications with architects and facilities planning personnel.
2. Determine commodity needs, request such material from the commodity distribution center and supervise storage, distribution and use.
3. Coordinate and supervise the school food and nutrition service program to ensure that it is operated in accordance with Federal laws, State Board of Education regulations and policies of the School Board.
4. Interpret and oversee the implementation of sanitation standards and take appropriate action concerning health inspections.
5. Submit recommendations for school operating plans and make recommendations relating to budget needs.
6. Monitor food service operations at each school from both a fiscal as well as program perspective and, in conjunction with the Principal, evaluate the quality of staff performance.
7. Conduct annual USDA AccuClaim of Free and Reduced Meal Applications and Kitchen Operations.

Source Code A. Direct B. Indirect C. Training Programs D. Evaluatee E. Confirmed
(Check Choices) Documentation Documentation Competency Acquisition Provided Observation

Rating Code Outstanding Exemplary Effective Needs Improvement Unsatisfactory
(Check Choice) 30 28 26 18 0

2. INTER-INTRA-AGENCY COMMUNICATION AND DELIVERY

Category Definitions

8. Interpret and promote the food service program goals and activities to the public.
9. Visit schools frequently to observe kitchen operations and address concerns of food service employees.
10. Assist in maintaining a positive public relations program.
11. Confer with principals and managers to address needs of the school and participation standards.
12. Meet periodically with managers to maintain a constructive flow of information.

Source Code A. Direct B. Indirect C. Training Programs D. Evaluatee E. Confirmed
(Check Choices) Documentation Documentation Competency Acquisition Provided Observation

Rating Code Outstanding Exemplary Effective Needs Improvement Unsatisfactory
(Check Choice) 16 14 12 6 0

3. PROFESSIONAL GROWTH AND IMPROVEMENT

Category Definitions

13. Plan, promote and organize training programs for personnel at all levels in the food service program.
14. Attend State and Federal meetings and keep abreast of legal requirements and proposed changes providing advice to supervisors as to their effects on the school system.

Source Code A. Direct B. Indirect C. Training Programs D. Evaluatee E. Confirmed
(Check Choices) Documentation Documentation Competency Acquisition Provided Observation

Rating Code Outstanding Exemplary Effective Needs Improvement Unsatisfactory
(Check Choice) 16 14 12 6 0

Name

Position **DIRECTOR OF FOOD SERVICES**

4. SYSTEMIC FUNCTIONS

Category Definitions

- 15. Assist each school Principal in the supervision of all school food service employees including interviewing, recommending for reappointment, transferring and terminating.
- 16. Plan and direct bid specifications and buying, centralized purchasing and menu planning and coordinate orders and deliveries to obtain the best price, quality and service possible.
- 17. Prepare or assist in the preparation and monitoring of required District, State and Federal reports.
- 18. Coordinate the development and publication of menus ensuring nutrition and program compliance with the approved meal pattern.
- 19. Assist school staffs, parents and students in promoting good nutrition and sanitation and point out education opportunities that the school food service program offers.
- 20. Develop and implement financial policies and procedures necessary for proper fiscal control and operation of the food service program.
- 21. Assist in the establishment of staffing formulas, job classifications and personnel guidelines as necessary.
- 22. Plan and manage the District's school food service budget.
- 23. Monitor the District collection procedures according to federal free and reduced meal application guidelines.
- 24. Perform other incidental tasks consistent with the goals and objectives of the District and this position.

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 (Check Choices) Documentation Documentation Competency Acquisition Provided Observation

Rating Code Outstanding Exemplary Effective Needs Improvement Unsatisfactory
 (Check Choice) 20 18 16 8 0

5. LEADERSHIP AND STRATEGIC ORIENTATION

Category Definitions

- 25. Recommend maintenance repairs and renovations necessary in the school food service program.
- 26. Conduct reviews of school food service programs annually as required by federal regulations.
- 27. Submit recommendations relating to school food service policies and regulations.
- 28. Prepare all required reports and maintain appropriate records.
- 29. Respond immediately to emergency situations.
- 30. Develop an annual needs assessment for the school food service program.

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Rating Code Outstanding Exemplary Effective Needs Improvement Unsatisfactory
 (Check Choice) 18 16 14 7 0

6. WORKSITE SERVICE STANDARDS

Control Dimension

Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.

Special Note: An outstanding or exemplary is required in this job context category in order to be eligible for an overall exemplary or higher rating.

Source Code A. Direct B. Indirect C. Training Programs D. Evaluatee E. Confirmed
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Rating Code Outstanding Exemplary Effective Needs Improvement Unsatisfactory
 (Check Choice)

7. ASSESSMENT AND OTHER SERVICES

Control Dimension

The use of the adopted performance appraisal system for employees.
 The accurate and timely filing of all reports.
 The completion of required professional development services.

Special Note: An outstanding or exemplary is required in this job context category in order to be eligible for an overall exemplary or higher rating.

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