

**CHILD NUTRITION MANAGER PERFORMANCE APPRAISAL INSTRUMENT**

**INSTRUCTIONS:**

1. The evaluator is to rate the cafeteria manager on a four-point scale as indicated below.
2. The evaluator is encouraged to add pertinent comments at the end of each major function.
3. The cafeteria manager is provided an opportunity to react to the evaluator's ratings & comments.
4. The evaluator & the cafeteria manager must discuss the results of the appraisal & any recommended action pertinent to it.
5. The cafeteria manager & the evaluator must sign the instrument in the assigned spaces.
6. The competencies pertinent tot each major function must be selected & discussed by the supervisor & cafeteria manager at the beginning of the year.
7. The instrument must be filed in the cafeteria manager's personnel folder.

**Employee Name:** \_\_\_\_\_ **Location:** \_\_\_\_\_

Above Standard	At Standard	Below Standard	Unsatisfactory

**MAJOR FUNCTION: FISCAL MANAGEMENT**

- .1 Implements procedures for collecting, counting, & auditing monies/lunch tickets
- .2 Follows designated procedures for making bank deposits
- .3 Executes designated procedures for handling receipts & disbursements.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Above Standard	At Standard	Below Standard	Unsatisfactory

**MAJOR FUNCTION: REPORTS/RECORDKEEPING**

- .1 Prepares accurate time sheets
- .2 Records & reports comply with federal, state, & local guidelines
- .3 Maintains & submits all required records & reports

Comments: \_\_\_\_\_  
\_\_\_\_\_

Above Standard	At Standard	Below Standard	Unsatisfactory

**MAJOR FUNCTION: FOOD PRODUCTION & SERVICE**

- .1 Supervises the preparation of meals
- .2 Supervises the serving of meals
- .3 Assures acceptable quality meals

Comments: \_\_\_\_\_  
\_\_\_\_\_

Above Standard	At Standard	Below Standard	Unsatisfactory

**MAJOR FUNCTION: PURCHASING, STORAGE, & INVENTORY OF FOOD & SUPPLIES**

- .1 Assures that the food, supplies, & equipment are adequate to manage an effective cafeteria
- .2 Maintains an up-to-date & accurate inventory of all products
- .3 Receives & stores supplies, food, & equipment in accordance with local, state, & federal guidelines

Comments: \_\_\_\_\_  
\_\_\_\_\_

Above Standard	At Standard	Below Standard	Unsatisfactory

**MAJOR FUNCTION: PERSONNEL MANAGEMENT**

- .1 Participates in hiring & placement of staff
- .2 Supervises staff to assure efficient operation
- .3 Evaluates & documents performance of staff
- .4 Provides training experiences for staff

Comments: \_\_\_\_\_  
\_\_\_\_\_

Above Standard	At Standard	Below Standard	Unsatisfactory

**MAJOR FUNCTION: SANITATION & SAFETY**

- .1 Promotes & maintains high standards of sanitation
- .2 Promotes & maintains high standards of safety
- .3 Demonstrates acceptable personal grooming & dress practices which promote sanitation & safety

Comments: \_\_\_\_\_  
\_\_\_\_\_

Above Standard	At Standard	Below Standard	Unsatisfactory

**MAJOR FUNCTION: FACILITY & EQUIPMENT MANAGEMENT**

- .1 Maintains equipment & facilities in an operable condition
- .2 Maintains inventory & assumes proper accountability for equipment

Comments: \_\_\_\_\_  
\_\_\_\_\_

Above Standard	At Standard	Below Standard	Unsatisfactory

**MAJOR FUNCTION: PUBLIC RELATIONS**

- .1 Assures that the cafeteria has a positive image & is a pleasant place
- .2 Assures that food is served graciously
- .3 Effectively communicates with the school system & community to share information about the program

Comments: \_\_\_\_\_  
\_\_\_\_\_

Above Standard	At Standard	Below Standard	Unsatisfactory

**MAJOR FUNCTION: NUTRITION EDUCATION & PROFESSIONAL DEVELOPMENT**

- .1 Provides nutrition education experiences for teachers & students
- .2 Is up-to-date on development in school food service

Comments: \_\_\_\_\_  
\_\_\_\_\_

Above Standard	At Standard	Below Standard	Unsatisfactory

**MAJOR FUNCTION: OTHER RESPONSIBILITIES**

- .1 Accepts the responsibility for other duties as assigned

Comments: \_\_\_\_\_  
\_\_\_\_\_

Evaluator's Summary Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cafeteria Manager's Reactions to Evaluation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Evaluator's Signature & Date

\_\_\_\_\_  
Cafeteria Manager's Signature & Date  
Signature indicates that the written evaluation  
has been seen & discussed.