Student Nutrition Supervisor Appraisal

Name_____ Appraisal period_____

Position_____ Department/campus_____

Appraiser_____ Title_____

Rating scale: Please circle the appropriate response.

Meets or Exceeds - *Performance meets or exceeds expectations* = **3**
In Progress - *Growth is evident* = **2**
Below Expectations - *Performance does not meet expectations* = **1**
Not applicable - *Performance is not expected* = **N/A**

Directions: Use the above descriptors to rate each skill. Determine the overall job performance by reviewing all ratings.

General skills

1. Works cooperatively with others	1	2	3	N/A
2. Participates in meetings, training, and special events	1	2	3	N/A
3. Follows oral and written instructions from supervisor	1	2	3	N/A
4. Follows district policies and procedures	1	2	3	N/A
5. Provides safety and security for self and others	1	2	3	N/A
6. Completes assignments on time and accurately	1	2	3	N/A
7. Follows attendance and punctuality rules	1	2	3	N/A
8. Demonstrates appropriate job knowledge, maintains required certifications	1	2	3	N/A
9. Maintains neat and orderly work area	1	2	3	N/A
10. Uses, maintains, and stores work material properly	1	2	3	N/A
11. Identifies and responds to problems effectively	1	2	3	N/A
12. Communicates effectively	1	2	3	N/A

Specialized skills

1. Supervises cafeterias and managers.	1	2	3	N/A
2. Assists in the orientation, training and supervising of cafeteria employees.	1	2	3	N/A
3. Maintains other assigned responsibilities such as Technology, HR, NSLP, etc.	1	2	3	N/A
4. Evaluates cafeteria managers and assists in the evaluation of cafeteria employees.	1	2	3	N/A
5. Accepts responsibility of sanitation, food production and quality, and operation of assigned cafaterias.	1	2	3	N/A
6. Participates in staff development training.	1	2	3	N/A

Performance goals:

General comments:

Employee comments:

Overall performance rating (circle one)

Meets or Exceeds expectations

In progress

Below expectations

This appraisal has been discussed with me by my supervisor. I have read and received a copy of it.

Employee signature Date

Appraiser signature Date

Reviewer signature Date