San Benito Consolidated Independent School District
School Year: 20__- 20___
240 N. Crockett•San Benito, Texas 78586•(956)-361-6150

CHILD NUTRITION EVALUATION-Cafeteria Manager (ES)

Employee Name: _____
Employee ID#: _____
Job Title: Cafeteria Manager (ES)
Location: Child Nutrition Program
Salary Level: Pay Grade 5 (Auxiliary)
FLSA Status: Nonexempt

Performance shall be evaluated as follows:

1. Unsatisfactory	If the performance is clearly not acceptable in some major areas.
2. Below Expectations	If the performance needs improvements in some major areas.
3. Satisfactory	If the performance meets expectations.
4. Exceeds Expectations	If the performance excels in some major areas.
5. Clearly Outstanding	Far above standard.
N/A=blank	Does not apply at this location.

Note: A rating of 1, 2, or 5 in any block requires written justification.	SCORE
1. Demonstrates thorough goal setting, a clear-cut sense of direction and purpose in daily activities.	
COMMENTS:	
2. Is prompt and thorough in completing assignments and attending to details accurately and efficiently.	
COMMENTS:	
3. Maintains the following records daily: food production records, breakfast and lunch reports, inventory consumption, food temperature, receiving, food transport and sanitizer logs, bank deposit, and all other daily forms as assigned by CNP.	
COMMENTS:	
4. Accurately completes weekly supply orders (food and nonfood) to CNP office by required deadline to meet menu requirements.	
COMMENTS:	
5. Supervises, monitors and assigns CNP personnel according to needs of the assigned school cafeteria.	
COMMENTS:	
6. Promptly reports equipment needing repair, safety concerns and other operational needs to CNP office.	
COMMENTS:	
7. Utilizes and follows standardized recipes for menu items to assure compliance with program guidelines.	
COMMENTS:	
8. Demonstrates a thorough understanding of TDA regulations for meal counting and claiming and offer versus serve.	
COMMENTS:	

9. Demonstrates ability to work well with students, parents, co-workers and administration in a positive, productive manner: (a) helpful and aware of other's needs; (b) directs others to items needed; (c) maintains awareness of location of materials and assists willingly when requested; and (d) maintains communication with campus principal regarding child nutrition program.	
COMMENTS:	
10. Implements established safety procedures and sanitation regulations (i.e. health inspection reports, HACCP) in assigned kitchen.	
COMMENTS:	
11. Is well-groomed, clean, follows good hygiene habits and adheres to and enforces proper dress code according to CNP procedures.	
COMMENTS:	
12. Maintains a high level of ethical behavior and confidentiality of information as is expected of all District employees.	
COMMENTS:	
13. Attends required meetings and in-services as scheduled.	
COMMENTS:	
14. Ensures that food prepared is of good quality and attractively presented (i.e. proper serving container, portion control, condiments).	
COMMENTS:	
15. Manages employee concerns and reports to CNP office for guidance and resolution.	
COMMENTS:	
16. Plans production to properly utilize resources and minimize waste.	
COMMENTS:	
17. Ensures that accommodations for special dietary needs are met as provided by CNP office.	
COMMENTS:	
18. Performs all other duties as assigned and required by the Child Nutrition Program administration.	
COMMENTS:	
TOTAL POINTS:	
***AVERAGE:**	

*NOTE: The average is derived by dividing the total number of points by the areas actually rated.
Enter the average below and round off to the first decimal point.

Do you recommend this employee for continued employment: ☐ Yes ☐ No

If answer is no, please attach a letter giving specific details.

EVALUATOR'S COMMENTS:

EMPLOYEE'S COMMENTS:

Employee Name	Employee Signature	Date
Supervisor's Name	Supervisor's Signature	Date