

# Bamberg School District Two

## Food Service Supervisor Performance Evaluation

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Meets (M)      Needs Growth (NG)      Explanation of Scale Does Not Meet (DNM)      Not Applicable (NA)

### General Performance Responsibilities:

| Performance Indicators   | M | NG | DMN | NA |
|--|---|----|-----|----|
| Establishes positive interpersonal relationships   |   |    |     |    |
| Maintains an open, constructive and communicate attitude                                     |   |    |     |    |
| Communicates clearly   |   |    |     |    |
| Demonstrates an ability to recognize and adjust to new or changing conditions and situations |   |    |     |    |
| Accomplishes assigned task in an accurate, efficient and timely manner                       |   |    |     |    |
| Uses good judgment when carrying out task  |   |    |     |    |
| Uses initiative in job related tasks   |   |    |     |    |
| Makes appropriate decisions at the proper level of responsibility                            |   |    |     |    |
| Performs required physical tasks   |   |    |     |    |
| Maintains confidentiality  |   |    |     |    |
| Actively strives for job related self-improvement  |   |    |     |    |
| Punctual and reliable  |   |    |     |    |
| Dresses and grooms appropriately   |   |    |     |    |
| Follows safety procedures  |   |    |     |    |

### Specific Job Performance Responsibilities

| Performance Indicators   | M | NG | DMN | NA |
|--|---|----|-----|----|
| Cooperates in the preparation of school lunch menus and plans for daily school menus according to directions provided by supervisor  |   |    |     |    |
| Organizes kitchen food preparation task and employee schedules based on menu requirements  |   |    |     |    |
| Estimates food preparation time and equipment use; uses USDA food commodities and inventories on hand; assist with ordering food and kitchen supplies and rotates foods  |   |    |     |    |
| Supervises and participates in the preparation of the daily meal; ensures ingredients are available; prepares part of the meal and completes any task not assigned to food service workers   |   |    |     |    |
| Works with food service workers to serve the daily meal; ensures that steam table, dispensers, trays, plates, utensils and the serving areas are ready, serves the proper portion for each student   |   |    |     |    |
| Supervises and participates in kitchen cleaning daily; maintains the highest standards of safety and cleanliness in the kitchen; periodically cleans the storeroom, refrigerator and freezer   |   |    |     |    |
| Keeps the Food Service Manager informed of problems; reports accidents immediately, confers on personnel issues and provides notification on any faulty or inferior quality of food received   |   |    |     |    |
| Maintains various records for the school lunch program on food used each day, revenue per meal; keeps employee time and attendance records; keeps a daily count on free meals, reduced price meals and full price meals served; prepares monthly reports |   |    |     |    |
| Participates in staff development as required  |   |    |     |    |
| Performs other duties and assumes other responsibilities as assigned by supervisor   |   |    |     |    |

### Personal Characteristics

| Performance Indicators   | M | NG | DMN | NA |
|--|---|----|-----|----|
| 3.1 Is punctual and regular in attendance  |   |    |     |    |
| 3.2 Uses sick and leave time appropriately   |   |    |     |    |
| 3.3 Maintains a neat appearance  |   |    |     |    |
| 3.4 Cooperates with other team members when appropriate                                    |   |    |     |    |
| 3.5 Responds appropriately to staff, students and administration                           |   |    |     |    |
| 3.6 Follows safety procedures  |   |    |     |    |
| 3.7 Keeps the Food Services Supervisor informed of problems ;reports accidents immediately |   |    |     |    |

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisors Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*I have read this work performance evaluation and have had an opportunity to discuss it in a conference with my immediate supervisor. My signature does not imply agreement or disagreement with the content of this report.*