

**CHILD NUTRITION MANAGER  
PERFORMANCE APPRAISAL**

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

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

Certified: No \_\_\_\_\_

Rating: _____
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<p><b>Instructions:</b></p> <ol style="list-style-type: none"><li>1. Rate the employee on a five-point scale which is defined as follows: 5 = Superior Performance 4 = Exceeds Performance Expectations 3 = Meets Performance Expectations 2 = Needs Improvement 1 = Performs Unsatisfactorily NA = Not Applicable to this employee's job</li><li>2. The child nutrition assistant is provided a space to react to the ratings and may write in comments.</li><li>3. This evaluation must be explained to the employee in person with a discussion of the results and any recommended action.</li><li>4. The child nutrition assistant and the manager <b>must</b> sign this form in the assigned spaces.</li><li>5. This form must be filed in the child nutrition assistants' personnel file.</li></ol>
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**This section to be filled out by Principal**

1. Assures that cafeteria has a positive image.	5	4	3	2	1	NA
2. Communicates with principal, parents, and teachers about students and school staff CN account activity.	5	4	3	2	1	NA
3. Communicates effectively with cafeteria staff, principals, and teachers to share information about the child nutrition program.	5	4	3	2	1	NA

Principal's comments or suggestions.

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Principal's Signature and Date

**CHILD NUTRITION MANAGER  
PERFORMANCE APPRAISAL**

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

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

Certified: No \_\_\_\_\_

Rating:
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**Instructions:**

1. Rate the employee on a five-point scale which is defined as follows:  
 5 = Superior Performance  
 4 = Exceeds Performance Expectations  
 3 = Meets Performance Expectations  
 2 = Needs Improvement  
 1 = Performs Unsatisfactorily  
 NA = Not Applicable to this employee's job
2. The child nutrition manager is provided a space to react to the ratings and may write in comments.
3. This evaluation must be explained to the employee in person with a discussion of the results and any recommended action.
4. The child nutrition manager and the evaluator **must** sign this form in the assigned spaces.
5. This form must be filed in the child nutrition managers' personnel file.

1. Assures that cafeteria has a positive image.(P)	5	4	3	2	1	NA
2. Communicates with principal, parents, and teachers about students and school staff account activity.(P)	5	4	3	2	1	NA
3. Communicates effectively with cafeteria staff, principals, and teachers to share information about the child nutrition program.(P)	5	4	3	2	1	NA
4. Assures that foods look good.(S)	5	4	3	2	1	NA
5. Assures that foods taste good.(S)	5	4	3	2	1	NA
6. Assures that posted menu items are available.(S)	5	4	3	2	1	NA
7. Assures that menus are posted daily.(S)	5	4	3	2	1	NA
8. Assures that the person serving is friendly and polite.(S)	5	4	3	2	1	NA
9. Attendance.(S)	5	4	3	2	1	NA
10. Offers a wide variety of fresh and attractive a la carte items(S)	5	4	3	2	1	NA
11. Provides appropriate decorations on bulletin boards, serving lines, dining room, etc. to create pleasant atmosphere.(S)	5	4	3	2	1	NA
12. Provides activities to promote Child Nutrition. (Two required).(S)	5	4	3	2	1	NA
1)						
2)						

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13. Supervises the serving of meals.(S)	5	4	3	2	1	NA
14. Supervises the preparation of meals and provides on the job training.(S)	5	4	3	2	1	NA
15. Manager wears clean and acceptable uniform and shoes.(S)	5	4	3	2	1	NA
16. Employees wear appropriate uniforms and shoes.(S)	5	4	3	2	1	NA
17. Employees are well groomed, including fingernails.(S)	5	4	3	2	1	NA
18. Supplies and small equipment are adequate to manage an efficient cafeteria.(S)	5	4	3	2	1	NA
19. Office and records are organized for easy access to files.(S)	5	4	3	2	1	NA
20. Checks invoices against purchase orders.(S)	5	4	3	2	1	NA
21. Evaluates and documents performance of employees.(S)	5	4	3	2	1	NA
22. Maintains equipment and facilities in an operable condition.(S)	5	4	3	2	1	NA
23. Participates in Child Nutrition professional and training programs.(S)	5	4	3	2	1	NA
24. Volunteers and serves on CN committees.(S)	5	4	3	2	1	NA
25. Communicates effectively with central services staff..(S)	5	4	3	2	1	NA
26. Cooperates with Child Nutrition Director and Supervisors.(S)	5	4	3	2	1	NA
27. Maintains expected participation in <b>the breakfast program</b> and strives to meet set goals.(S)	5	4	3	2	1	NA
28. Maintains expected participation in the <b>lunch program</b> and to meet set goals.(S)	5	4	3	2	1	NA
29. Promotes high standards of safety.(S)	5	4	3	2	1	NA
30. Maintains a good safety record.(S)	5	4	3	2	1	NA
31. Reports, orders, and other information are submitted on time.(S)	5	4	3	2	1	NA
32. Promotes and maintains high standards for sanitation in all areas of food service operation, food preparation, and storage areas.(F)	5	4	3	2	1	NA

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33. Plans and implements detailed work schedules.(F)	5	4	3	2	1	NA
34 Maintains accurate records and reports (F)	5	4	3	2	1	NA
35. Follows designated procedure for collecting, counting, and recording money.(F)	5	4	3	2	1	NA
36. Follows designated procedures for making bank deposits.(F)	5	4	3	2	1	NA
37. Accuclaim procedures – free/reduced master list matches Central Office list.(F)	5	4	3	2	1	NA
38. Prepares accurate time sheets making sure all employee’s sick and annual leave days are correct. (F)	5	4	3	2	1	NA
39. Grocery orders are done so that menu items are always available and food does not accumulate in storeroom or freezer.(F)	5	4	3	2	1	NA
40. Inventory turn over rate acceptable.(F)	5	4	3	2	1	NA

Director/Supervisor’s Summary: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Manager’s Reaction to Appraisal: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Director’s Signature and Date  
 \_\_\_\_\_  
 Supervisor’s Signature and Date

\_\_\_\_\_  
 Manager’s Signature and Date  
 (Signature indicates that the written  
 evaluation has been read and discussed)

Summary of evaluation:	Rating: _____
Total # of 5 <u>    </u> x <u>  5  </u> = <u>    </u>	1. Total the number of 5s, 4s, etc. the employee received
Total # of 4 <u>    </u> x <u>  4  </u> = <u>    </u>	2. Write the number in the location shown.
Total # of 3 <u>    </u> x <u>  3  </u> = <u>    </u>	3. Add the number to obtain a total.
Total # of 2 <u>    </u> x <u>  2  </u> = <u>    </u>	4. Multiply the total of each category by the numbers shown.
Total # of 1 <u>    </u> x <u>  1  </u> = <u>    </u>	5. Add number to obtain total.
TOTAL <u>    </u> TOTAL <u>    </u>	6. Divide the second total by the first total. Answer is rating.