

**CHILD NUTRITION MANAGER
PERFORMANCE APPRAISAL**

School: _____ School Year: _____

Employee Name: _____

Certified: No _____

Rating: _____

<p>Instructions:</p> <ol style="list-style-type: none">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 job2. The child nutrition assistant 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 assistant and the manager must sign this form in the assigned spaces.5. This form must be filed in the child nutrition assistants' personnel file.

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.

Principal's Signature and Date

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School: _____ School Year: _____

Employee Name: _____

Certified: No _____

Rating:

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 the breakfast program and strives to meet set goals.(S)	5	4	3	2	1	NA
28. Maintains expected participation in the lunch program 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.