

**CHILD NUTRITION MANAGER TRAINEE PERFORMANCE
APPRAISAL 2011 – 2012 (Page 1)**

TRAINEE:

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

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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TRAINEE:

Certified (circle one) Yes / 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.

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 CN 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 to all customers. (S)	5	4	3	2	1	NA
7. Assures that menus are posted daily. (S)	5	4	3	2	1	NA
8. Assures that person serving students is friendly and polite. (S)	5	4	3	2	1	NA
9. Attendance. (S)	5	4	3	2	1	NA

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TRAINEE:

10. Offers a wide variety of fresh and attractive a la carte selections. (S)	5	4	3	2	1	NA
11. Provides appropriate decorations on bulletin boards, serving lines, dining room, etc., by school level 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)						
13. Supervises the serving of meals. (S)	5	4	3	2	1	NA
14. Supervises the preparation of meals – provides on the job training. (S)	5	4	3	2	1	NA
15. Trainee wears clean and acceptable uniform and shoes. (S)	5	4	3	2	1	NA
16. Trainee is well groomed, including fingernails. (S)	5	4	3	2	1	NA
17. 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

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TRAINEE:

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 office 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
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

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TRAINEE:

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:

Trainee's Reaction to Appraisal:

Director's Signature and Date

Trainee's Signature and Date
(Signature indicates that the written evaluation has been read and discussed)

Supervisor's Signature and Date

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.