BOGALUSA CITY SCHOOL **FN 120**

EVALUATION FORM FOR CHILD NUTRITION PROGRAM

MANAGER PERSONNEL

NAME: _____ POSITION: _____

LOCATION: _____

EVALUATION PERIOD: _____

INSTRUCTIONS: This evaluation is for overall improvement of job performance and responsibilities. Please evaluate this employee by circling the appropriate answer to the corresponding statement. This evaluation MUST BE SHARED with the person being evaluated.

Code: E- EXCEEDS N- NEEDS IMPROVEMENT
M- MEETS EXPECTATIONS NA- NOT APPLICABLE

	TASK	**PERFORMANCE** (CHOOSE ONE)				**COMMENTS**
1.	Gives and receives information.	E	M	N	N/A	
2.	Determines when an independent decision can be made.	E	M	N	N/A	
3.	Solves problems alone and in a group setting.	E	M	N	N/A	
4.	Follows policies and procedures.	E	M	N	N/A	
5.	Interprets policies into local procedures.	E	M	N	N/A	
6.	Performs orientation for new workers.	E	M	N	N/A	
7.	Performs orientation for new workers.	E	M	N	N/A	
8.	Performs on-the-job training.	E	M	N	N/A	
9.	Gives feedback to others on performance and encourages the use of feedback.	E	M	N	N/A	
10.	Completes job performance evaluations.	E	M	N	N/A	
11.	Reports information about personnel.	E	M	N	N/A	
12.	Utilizes food merchandising techniques.	E	M	N	N/A	

13.	Receives and responds to complaints about food and service.	E	M	N	N/A	
14.	Creates good feeling about school food service in students, faculty, administrators, and others.	E	M	N	N/A	
15.	Practices safe working habits; corrects and/or reports and follows through on unsafe working conditions; enforces safety rules.	E	M	N	N/A	
16.	Performs basic first aid; maintains first aid kit.	E	M	N	N/A	
17.	Adheres to established personal hygiene techniques.	E	M	N	N/A	
18.	Monitors compliance with sanitation regulations; corrects unacceptable sanitary conditions and procedures.	E	M	N	N/A	
19.	Promotes good nutrition in students, teachers, and others.	E	M	N	N/A	
20.	Plans menu item substitutions.	M	M	N	N/A	
21.	Increases or reduces standardized recipes.	E	M	N	N/A	
22.	Determines ingredient substitution when necessary.					
23.	Plans advance preparation.					
24.	Develops production, work, and cleaning schedules.					
25.	Checks food quality during preparation and approves food for service.					
26.	Plans serving counter arrangements.					
27.	Takes physical inventories of food and equipment and maintains perpetual inventory records.					
28.	Estimates and orders food and supplies.					

29.	Receives food deliveries.					
30.	Determines amounts of food items to issue and issues those amounts from storeroom.					
31.	Handles money.					
32.	Protects food, supplies, equipment, and money from theft.					
33.	Determines small equipment needs.					
34.	Determines when equipment needs repair and obtains service.					
35.	Schedules regular equipment maintenance.					
36.	Maintains reports, documenting foods used, food cost, and participation (SFS-6, SFS-7, and SFS-7A).					

PROGRESS PLAN: (IF APPLICABLE) This is a plan for improvement and/or safe development. It is to be completed jointly by the manager and the technician. Next to each activity, list the proposed completion date.

ACTIVITIY **DATE**

_____

_____

_____

_____

_____

Employees Comments:

Employee Signature: _____ _____
(Signature does not necessarily indicate agreement) (Date)

Evaluator's Signature: _____ _____
(Date)