

**The School Board of St. Lucie County
Food and Nutrition Services Manager Evaluation**

Employee Name: _____

School Name: _____

Job Title: _____

School Year: _____

Please write in the appropriate rating number beside each box section. 3 = Above Expectations 2 = Meets Expectations 1 = Below Expectations

Food Service Director's Evaluation

Quality Excellence Indicators

1. Manager facilitates implementation of program food preparation and safety standards in accordance with District procedures.	
2. Manager facilitates implementation of food quality standards in accordance with District procedures.	
3. Manager facilitates implementation of program safety and sanitation practices as outlined in annual quality review and food services procedures manual in accordance with state and local laws.	

Accountability Indicators

1. Recordkeeping standards are maintained as outlined in Managers' Handbook in accordance with state, local, and federal guidelines.	
2. Annual Accuclaim Review is satisfactory.	
3. Annual Quality Program Review is satisfactory.	
4. Daily deposits are accurate compared with daily sales.	
5. Weekly cash and meal sales reports are timely and accurate.	
6. Weekly production records are accurate, complete, and submitted in a timely manner.	
7. Monthly meal count, Meals per Labor Hour, and Inventory reports are accurate, complete, and submitted within a timely manner.	

Financial Benchmarks

1. Program Monthly Meal per Labor Hour Benchmarks are met.	
2. Program Commodities usage benchmarks are met.	
3. Program Purchased food benchmarks are met.	
4. Inventory levels do not exceed 10 days usage.	
5. Total cost per plate meets county-wide average.	
6. Food cost per plate meets county-wide average.	

Resource Management Indicators

1. Employees work schedules are well planned.	
2. Employees are trained to follow the work schedule.	
3. Employees are trained to count and record meals and money accurately.	
4. Employees are trained in safety and sanitation practices.	
5. Employees are trained to use food service equipment.	
6. Equipment and supply orders are placed according to menu requirements and timelines.	

Director Comments:

Overall Evaluation

Satisfactory _____
Unsatisfactory _____

School Principal's Evaluation

School Environment Indicators

1. Food Service Personnel are pleasant to customers.	
2. Food Service Personnel exhibit teamwork and productivity.	
3. Manager communicates frequently with the school office regarding food services procedures.	
4. Students are trained in serving line procedures including self-service and input of PIN.	

School Services Indicators

1. The Food Service Manager has made Nutrition Education Resources available to teachers and classrooms.	
2. Nutrition Information is available for students.	
3. Foods are displayed attractively on the serving line.	
4. New menu items are advertised.	
5. Manager effectively coordinates a effective program of meal services.	
6. Manager maintains excellent health: is seldom tardy or absent.	
7. Manager presents a neat and well groomed professional appearance.	
8. Manager is exceptionally flexible and cooperative as related to specific school requests.	

Principal's Comments:

Manager's
Signature _____

Director's Signature _____

Principal's Signature _____