

ROCKINGHAM COUNTY
SCHOOLS

Classified Manager Employee Evaluation
School Nutrition Department

Classified Employee Evaluation	School Nutrition
Employee Name:	
Job Title/Position:	
Location:	
Date:	
Evaluator/Title:	

Above Standard (AS)– This rating is given to employees who consistently exceed the majority of expectations. They are often mentors or assist their colleagues. These employees take on extra projects and tasks, need minimal supervision, are self-reflective of their performance and demonstrate professionalism in all aspects of their position.

At Standard (S)– This rating is given to employees who consistently meet expectations and consistently demonstrate competence at an expected level.

Below Standard (BS) – This rating is given to employees who consistently do not meet all expectations.

Responsibility	AS	S	BS
1. Demonstrates knowledge of school nutrition guidelines and procedures.			
2. Observes school rules and procedures.			
3. Maintains confidentiality of student, family, and staff information.			
4. Accurately counts and follows cash handling procedures.			
5. Understands and follows written and verbal instructions.			
6. Accepts responsibility for actions.			
7. Helps co-workers with tasks when necessary.			
8. Correctly cares for and uses equipment properly.			
9. Follows recipes.			
10. Keeps manager informed of food and supplies needed.			
11. Works effectively when under pressure.			
12. Keeps manager informed of equipment problems.			
13. Maintains a clean and attractive serving area.			
14. Participates in training opportunities to meet CEU requirements.			
15. Adheres to School Nutrition uniform requirements and maintains a clean and neat appearance.			
Comments:			

Attendance	AS	S	BS
1. No unexcused absences.			
2. Is punctual and begins work at designated time.			
3. Notifies appropriate individuals at least TWO hours prior to the start of their scheduled shift if they will be absent.			
Comments:			

Communication/Human Relations	AS	S	BS
1. Works collaboratively; respectful and tolerant of diverse backgrounds and opinions.			
2. Works successfully in a team environment.			
3. Accepts direction, instruction, and constructive correction in a positive manner.			
4. Handles difficult situations with courtesy and tact.			
5. Communicates in a respectful and courteous manner with peers, vendors, staff, STUDENTS, and PARENTS.			
6. Represents school nutrition in a positive manner.			
7. Works as part of the team.			
Comments:			

Time Management	AS	S	BS
1. Demonstrates ability to work without close supervision.			
2. Refrains from excessive break time and socializing.			
3. Consistently meets the daily work schedules.			
4. Follows Telephone/Cell Phone at work Procedure.			
Comments:			

MANAGERS ONLY SECTION: SUPERVISORY SKILLS	AS	S	BS
1. Identifies problems, develops solutions, and follows through.			
2. Actively markets and changes program as needed.			
3. Orders product and supplies for kitchen accurately and efficiently.			
4. Completes and maintains necessary records in a timely and accurate manner.			
5. Acts as an effective liaison between school administration and kitchen staff.			
6. Controls food and labor costs.			
7. Organizes and schedules staff to complete multiple tasks.			
8. Resolves conflict appropriately.			
9. Directs staff effectively in kitchen routine: food production, meal service.			
10. Trains staff effectively: cross-training, meal service.			

11. Maintains confidentiality.			
12. Adheres to Banking Procedure			
13. Production Sheets are ON-TIME and CORRECT			
14. Marker Orders are ON-TIME in computer at time requested and completed			
15. INVOICES are ON-TIME AND CORRECTLY ASSEMBLED			
16. Headstart paperwork: All forms/tickets correct and ON-TIME TO CO			
17. Snack & Monthly reports ON-TIME and CORRECT			
18. FOLLOWS ALL TACS PROCEDURES			
Comments:			

Manager/Administrator Comments:

Employee Comments:

Employee
 Signature: _____/Date _____

Manager/Administrator
 Signature: _____/Date _____