Updated 7/22/19

**Title:** **Head Food Services Manager/Cook**

Supervisor/Evaluator: Superintendent or designee

Evaluation

Job Tasks/Responsibilities:

Management

* Ensure compliance with all federal, state, and local regulations

\_\_\_ Excellent \_\_\_ Satisfactory \_\_\_ Needs Improvement \_\_\_Unsatisfactory

* Plan, assign duties, schedule work, assist with and/or coordinate interviews, and supervise food service worker

\_\_\_ Excellent \_\_\_ Satisfactory \_\_\_ Needs Improvement \_\_\_Unsatisfactory

* Order and purchase food supplies of appropriate quality at the best available cost per unit

\_\_\_ Excellent \_\_\_ Satisfactory \_\_\_ Needs Improvement \_\_\_Unsatisfactory

* Receive orders, check quality, verify invoices, and store properly

\_\_\_ Excellent \_\_\_ Satisfactory \_\_\_ Needs Improvement \_\_\_Unsatisfactory

* Maintain highest standards of sanitation

\_\_\_ Excellent \_\_\_ Satisfactory \_\_\_ Needs Improvement \_\_\_Unsatisfactory

* Work with office staff to maintain and provide information to complete all financial and operation reports

\_\_\_ Excellent \_\_\_ Satisfactory \_\_\_ Needs Improvement \_\_\_Unsatisfactory

* Maintain food cost control, menu costing, inventory, and participation records

\_\_\_ Excellent \_\_\_ Satisfactory \_\_\_ Needs Improvement \_\_\_Unsatisfactory

* Provide a safe and pleasant atmosphere in which to work

\_\_\_ Excellent \_\_\_ Satisfactory \_\_\_ Needs Improvement \_\_\_Unsatisfactory

* Help and assist all staff with requests for use of the kitchen

\_\_\_ Excellent \_\_\_ Satisfactory \_\_\_ Needs Improvement \_\_\_Unsatisfactory

Preparation and Serving

* Establish menus that meet nutritional and institutional requirements, are appetizing, attractive, high quality, and within cost limitations

\_\_\_ Excellent \_\_\_ Satisfactory \_\_\_ Needs Improvement \_\_\_Unsatisfactory

* Provide nutritional education to students and use student input in menu planning

\_\_\_ Excellent \_\_\_ Satisfactory \_\_\_ Needs Improvement \_\_\_Unsatisfactory

* Prepare food in safe and sanitary manner

\_\_\_ Excellent \_\_\_ Satisfactory \_\_\_ Needs Improvement \_\_\_Unsatisfactory

* Promote an enjoyable experience for all students and staff

\_\_\_ Excellent \_\_\_ Satisfactory \_\_\_ Needs Improvement \_\_\_Unsatisfactory

* Establish serving line in an orderly and efficient manner

\_\_\_ Excellent \_\_\_ Satisfactory \_\_\_ Needs Improvement \_\_\_Unsatisfactory

* Promote positive relations with all

\_\_\_ Excellent \_\_\_ Satisfactory \_\_\_ Needs Improvement \_\_\_Unsatisfactory

* Ensure menu and food service meets requirements of Federal and State Programs

\_\_\_ Excellent \_\_\_ Satisfactory \_\_\_ Needs Improvement \_\_\_Unsatisfactory

* Prepare and clean-up cafeteria

\_\_\_ Excellent \_\_\_ Satisfactory \_\_\_ Needs Improvement \_\_\_Unsatisfactory

* Coordinate and facilitate staff meals as requested

\_\_\_ Excellent \_\_\_ Satisfactory \_\_\_ Needs Improvement \_\_\_Unsatisfactory

General

* Attend work in a timely manner on a daily basis

\_\_\_ Excellent \_\_\_ Satisfactory \_\_\_ Needs Improvement \_\_\_Unsatisfactory

* Demonstrate appropriate appearance on a daily basis

\_\_\_ Excellent \_\_\_ Satisfactory \_\_\_ Needs Improvement \_\_\_Unsatisfactory

* Demonstrate cooperation with all staff

\_\_\_ Excellent \_\_\_ Satisfactory \_\_\_ Needs Improvement \_\_\_Unsatisfactory

* All other duties assigned as “other”

\_\_\_ Excellent \_\_\_ Satisfactory \_\_\_ Needs Improvement \_\_\_Unsatisfactory

Comments:

Summary:

Overall Rating:

\_\_\_Excellent \_\_\_Satisfactory \_\_\_Needs Improvement \_\_\_Unsatisfactory

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Date Signature of Supervisor

This work appraisal has been discussed with me by my Supervisor.

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Date Signature of Employee