

FOOD SERVICE DIRECTOR - EVALUATION

NAME _____

Superior---5

DATE _____, 19__

Good-----4

Average----3

Fair-----2

Poor-----1

1. Manage Food Service Staff

- _____ a. Assign food service staff to cooking, baking, preparation and serving functions according to district policy and support staff contract.
- _____ b. Assign according to policy and support staff contract substitute food service personnel as needed and keep appropriate records.
- _____ c. Assist district administrator in hiring new food service personnel.
- _____ d. Conduct annually individual meetings with each food service employee to review performance and submit written evaluations to the district administrator.

2. Operate Food Service Program

- _____ a. Establish menus.
- _____ b. Purchase necessary supplies and food.
- _____ c. Order and maintain inventories of government commodities.
- _____ d. Develop Ala. carte menus.
- _____ e. Sell season and daily lunch tickets.
- _____ f. Deposit all lunch money.

3. Manage Food Service Budget and Payroll

- _____ a. Submit monthly reimbursement claims to DPI.
- _____ b. Complete monthly claims for reimbursement to St. Paul Lutheran School for food services.
- _____ c. Prepare and submit annually to the district administrator a preliminary food service budget.
- _____ d. Review invoices with bookkeeper monthly.
- _____ e. Complete payroll data semimonthly and submit to bookkeeper.
- _____ f. Prepare bid specifications and purchase orders related to food service operations.
- _____ g. Process free and reduced lunch forms to DPI as required.

4. Manage Student Activity Fund Accounts

- _____ a. Enter student activity fund vouchers and receipts in the Student Activity Fund ledger.
- _____ b. Monitor along with the high school principal student activity fund accounts and submit a monthly summary to Board, district administrator, and advisors.

- _____ c. Co-sign along with the high school principal purchase orders for student activity fund.
- _____ d. Implement district Student Activity Fund Policy.
- _____ e. Report any concerns or irregularities involving the Student Activity Fund to the high school principal.

5. Other Responsibilities

- _____ a. Suggest to the district administrator ways economize and improve food service operations wherever appropriate.
- _____ b. Perform other duties as required.

_____ Total Points Overall Performance Rating _____

Employee

Date _____

District Administrator

Date _____

The employee's signature only indicates that s/he has read the above evaluation and does not necessarily mean that s/he is in agreement with the evaluation. Employees are invited to attach any additional comments to this evaluation.