

### Topic Information for Performance Review

| Topic   | Points System  | Exceeded Expectation | Met Expectation   | Below Expectation  | Evaluation Category |
|---|--|----------------------|-------------------|--------------------|---------------------|
| 1st Cash Control Report   | Points vary per question   |                      | >80%              | 80% or less        | 1                   |
| 2nd Cash Control Report   | Points vary per question   |                      | >80%              | 80% or less        | 1                   |
| Charter School Review   | Points vary per question   | >95%                 | 91-95%            | less than 91%      | 1                   |
| NSLP Review   | Points vary per question   |                      | >=90%             |                    | 1                   |
| On-Site Review  | Points vary per question   | >95%                 | 91-95%            | less than 91%      | 1                   |
| Snack Review  | Points vary per question   | >95%                 | 91-95%            | less than 91%      | 1                   |
| Editing Financial Data in WebSmartt After Month End Close                         | One for each month - does not include instances beyond manager's control   |                      | 1 Unlock          | More than 1 Unlock | 3                   |
| Meeting Attendance  | By Absence   |                      | No Absences       | 1 or More Absences | 3                   |
| Daily Receiving – Sysco invoices match screen in WebSmartt unless otherwise noted | Expectation is to have complete each day; 2 categories tracked per month for on time and accurate                                  | 2 or less Errors     | 3 – 7 Errors      | 8 or More Errors   | 3                   |
| Monthly Inventory   | Expectation is to have complete by 10:00 on the scheduled day; the 2 categories being tracked are on-time and accurate             | 1 or less Error      | 2 Errors          | 3 or More Errors   | 3                   |
| Monthly Reconciliation  | Expectation is to have completed by 2nd day of following month; tracked by month.  |                      | No Errors         | 1 or More Errors   | 3                   |
| Monthly Claim as pertains to TDR meals  | Expectations to correct all TDR meal entries prior to the last day of the month  |                      | No Errors         | 1 or More Errors   | 3                   |
| Safety and Sanitation Section of Site Review                                      | Points vary per question   | >95%                 | 91-95%            | less than 91%      | 5                   |
| Edit Checks - Monthly   | 2 categories tracked per month; on time and accurate   |                      | 0 or 1 Error      | 2 or More Errors   | 6                   |
| Food Production Records   | Expectation to have complete by 2nd day of following month; tracked by day   |                      | 10 or Less Errors | 11 or More Errors  | 6                   |
| Food Temperature Log  | 2 categories tracked per day; on time and accurate   |                      | 10 or Less Errors | 11 or More Errors  | 6                   |
| Notification of Deposits not picked up as scheduled                               | Expectation is to notify the SFS Finance Team when deposit is not picked up by courier as regularly scheduled. Tracked by incident |                      | 0 or 1 Error      | 2 or More Errors   | 6                   |
| WebSmartt Vs. Bank Deposit Slip   | Tracked by incident  |                      | 0 or 1 Error      | 2 or More Errors   | 2 or More Errors    |

This summary is a portion of the overall information recorded on the PBS0088 Non Instructional Evaluation Form. When a strength (1) is given on the Non Instructional Evaluation Form a comment is required by School Food Service. Comments are optional when a Satisfactory is given.