

Evaluation Criteria to Receive a Strength (For Managers)

All examples listed below are *purely examples* and are not the only way to achieve a strength rating in a category. Also, any one criterion by itself does not necessarily warrant a strength rating in that particular area.

1. Job Knowledge

- a. Performs job responsibilities with methods, techniques, and skills required of position
 - i. Must have received a strength rating in On-Site Review, Charter School if applicable, and Snack Review if applicable on the Performance Summary
 - ii. Must have received a satisfactory rating in Cash Control and NSLP Site Review on the Performance Summary

2. Self Motivation

- a. Strives to succeed
 - i. Has documented efforts and results to improve the program
 - 1. Passing out promotional materials at student drop off
 - 2. Apply for awards
 - 3. Promote the National School Lunch or School Breakfast Week
 - 4. Participate in Kindergarten Roundup
 - 5. Participate in central office focus groups/pilots
 - 6. Assist in site based activities
 - 7. Increase participation through additional efforts
 - 8. Manages a successful reimbursable snack program
 - 9. Manages a successful charter/alternative program
- b. Stretches personal resources
 - i. Takes initiative to do something above and beyond; stepping outside your comfort zone
 - 1. Spoke in front of a group or supported school events
 - a. Kindergarten Roundup
 - b. PTA/PTO
 - c. School staff
 - d. Teach nutrition education classes
 - e. Host an assembly (OrganWise Guys, etc)
 - f. Health fairs
 - g. Volunteers for programs/pilots/focus group
 - 2. Participate in taste testing for Students
 - 3. Participate in School job fair
 - 4. Conduct Surveys

- ii. Participates in events for improving personal skills as they relate to job duties
 - 1. School Food Service Association (local, state, national)
 - 2. Workshops/seminars
 - 3. Continuing education within or outside the district
 - c. Builds on strengths and works on deficiencies
 - i. Has documented areas where improvement has taken place
- 3. Self Management
 - a. Personally well organized
 - i. Must have received a strength rating in Monthly Reconciliations, Monthly Claim As Pertains To TDR Meals, Daily Receiving, Inventory, and Editing Financial Data In WebSmartt After Month End Close on the Performance Summary
 - ii. Professional, neat, clean, organized, and uncluttered work environment
 - 1. Office
 - 2. File system
 - 3. Storeroom
 - 4. Daily paperwork
 - 5. In absence of the manager does someone else understand the process
 - b. Utilizes time effectively
 - i. Must have received a strength rating in Monthly Reconciliations, Monthly Claim As Pertains To TDR Meals, Daily Receiving, Inventory, and Editing Financial Data In WebSmartt After Month End Close on the Performance Summary
 - ii. Completes job duties in allotted time
 - iii. Remains within labor hours
 - iv. Effectively manages payable time for employees and self
 - v. Constructs effective work schedules
 - c. Takes independent action
 - i. Has documented areas where independent action was taken
 - ii. Consistently solves issues and remains proactive
 - iii. Brings solutions to the table when issues arise and Central Office support is needed
- 4. Adaptability to Change
 - a. Possesses the ability to react to and compensate for necessary changes in operations
 - i. Has documented finding solutions for unexpected changes
 - 1. Staff Absences
 - 2. Field trips
 - 3. No utilities
 - 4. Change in meal service
 - ii. Has documented ways in which you adapted well to changes in procedures
 - 1. New Meal Pattern Changes
 - 2. New software changes
 - 3. Training of employees in new procedures to also adapt
- 5. Interpersonal Effectiveness

- a. Maintains effective working relationships with associates/students
 - i. Must have received a strength rating in the Safety and Sanitation section of the Performance Summary
 - ii. Work Schedules have been completed on time and reviewed with employees
 - iii. Communicates professionally both verbally and in writing
 - iv. Any reviews received from the principal have been positive
 - v. Received positive comments from school staff
 - vi. Received positive comments from parents/students
 - vii. Nominated for non-instructional recognition or other awards
 - viii. Keeps field coordinator apprised of necessary information
 - b. Handles conflict well
 - i. Remains proactive in competency and discipline issues
 - ii. Has documented conflict situations where intervention was necessary that would be considered above and beyond
 - iii. Worked with employees, school staff or parents to address difficult situations
 - c. Presents ideas effectively
 - i. Current Mission, Vision (signed by employees), and Benchmarks must be posted on bulletin board
 - ii. Must have received a strength rating in the Safety and Sanitation section of the Performance Summary
 - iii. Has documented ideas and suggestions that were shared with central office for improvement to program functionality
 - iv. Demonstrates effective written communication through e-mail (with signature)
 - 6. Written and /or Oral Assignments
 - a. Follows directions easily and effectively
 - i. No 1's since following directions easily and effectively is the expectation
 - b. Completes assignments on time and in compliance with directions given
 - i. No 1's since completing assignments on time and in compliance is the expectation
 - 7. Attendance
 - a. No 1's since being in attendance each day is the expectation
 - 8. Punctuality
 - a. No 1's since being punctual is the expectation
 - 9. Additional Factors
 - a. **Always** are in complete uniform to include hair net, apron, and clean shirt and pants
 - b. **Always** wears the proper non-slip shoes
 - c. **Always** utilizes proper safety equipment when warranted
 - d. **Always** utilized equipment properly and maintains appropriately
- NOTE:** This section may also be used for anything that is noteworthy that does not fall within the performance factors above
- i. Started a new program
 - ii. Successfully opened a new kitchen

- iii. Achieved a personal triumph
- iv. Was proactive in handling a chronic facility challenge

Topic Information for Performance Review

Topic	Evaluators	Points System	Exceeded Expectation	Met Expectation	Below Expectation	Evaluation Category
1st Cash Control Report	Field Specialists	Points vary per question		>80%	80% or less	1
2nd Cash Control Report	Field Specialists	Points vary per question		>80%	80% or less	1
Charter School Review	Field Coordinators	Points vary per question	>95%	91-95%	less than 91%	1
NSLP Review	Field Specialists	Points vary per question		>=90%		1
On-Site Review	Field Specialists	Points vary per question	>95%	91-95%	less than 91%	1
Snack Review	Field Coordinators	Points vary per question	>95%	91-95%	less than 91%	1
Unlock of Month in WebSmartt – After Editing Closed*	Adrienne Lopes & Corlette Brooks	One for each month - does not include instances beyond manager's control		1 Unlock	More than 1 Unlock	3
Meeting Attendance*	Pete Wood	By Absence		No Absences	1 or More Absences	3
Receiving – Errors in WebSmartt (substitutions, instant receipts, wrong invoice numbers, quantities)*	Alix Bourgeois	Expectation is to have complete each day; tracked by week for accuracy (26 weeks)	2 or less Error	3 Errors	4 or More Errors	3
Receiving – On-time*	Alix Bourgeois	Expectation is to have complete by the next business day; tracked by week for accuracy (26 weeks)	No Occurances	1 Occurance	4 or More Occurances	3
Monthly Inventory*	Adrienne Lopes	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*	Adrienne Lopes	Expectation is to have completed by 2 nd business day of following month; tracked by month.		No Errors	1 or More Errors	3
Monthly Claim as pertains to TDR meals*	Alix Bourgeois	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	Field Specialists	Points vary per question	>95%	91-95%	less than 91%	5
Edit Checks – Monthly*	Kim Rawn	2 categories tracked per month; on time and accurate		0 or 1 Error	2 or More Errors	6
Food Production Records*	Vicki Deskin; Doreen Goodwin;	Expectation to have complete by 2nd business day of following month; tracked by day		10 or Less Errors	11 or More Errors	6
Food Temperature Log*	Vicki Deskin; Doreen Goodwin;	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 (late deposits not notified) – List in SharePoint*	Corlette Brooks	Expectation is to log into SharePoint whenever a deposit is not picked up by courier as regularly scheduled. Tracked by incident		No Errors	1 or More Errors	6
Temporary Services Entries on time*	Kim Rawn	Tracked by week		No occurrences	1 or More Errors	6

This summary is a portion of the overall information recorded on the PBSD 0088 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.

*Items for which an email will be generated when an issue is noted.