

# REACH DANE REACH GREEN HEAD START

## SUPERVISORY EVALUATION FORM

### FOOD SERVICES MANAGER

Employee \_\_\_\_\_ Date \_\_\_\_\_

Type of Rating: Annual \_\_\_\_\_ Introductory \_\_\_\_\_

#### Performance Definitions

- **Meets Expectations** – Performance consistently exceeds professional standards and objective of the position. Performance of a job function is completed in an exceptional fashion. This rating is reserved for those individuals whose distinguished performance is obvious to all.
- **Needs Improvement** – Performance generally meets standards of the job functions but sometimes falls below acceptable standards. The employee has demonstrated ability to correct deficiencies. The need for further development is recognized. Comments are required for this rating. Identify goals and improvements.
- **Unsatisfactory** - Performance is clearly and consistently inadequate or below professional standards. Comments are required for this rating. Identify goals and improvements. (Should be on a PIP or disciplinary action must be in place).

#### General Work Habits

Arrives on time.	ME	NI	U
Reliable in attendance.	ME	NI	U
Alert in health and safety matters.	ME	NI	U
Flexible with assignments and schedule.	ME	NI	U
Comes to work with a positive attitude	ME	NI	U
Gives direct supervisor ample notice for absences.	ME	NI	U
Remains calm in a tense situation.	ME	NI	U

Comments:

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#### Key Performance Factors from Job Description

Purchase kitchen supplies, tableware and other food service needs	ME	NI	U
Collaborate with Health and Nutrition Manager with NSP training, menu planning, allergy foods and food related concerns	ME	NI	U
Supervise the NSP/NSP Sub in supporting the needs of food office functions and by providing regular, constructive feedback for support and guidance, as well as addressing concerns in a timely manner	ME	NI	U
Provide guidance and training for NSP in performing NSP Sub duties in the site kitchens	ME	NI	U
Purchase and distribute appropriate quantities of food and supplies in order to ensure high quality meals for program children and family events; work cooperatively with transportation staff to ensure safe distribution to sites	ME	NI	U
Request and evaluate bids from various food vendors in compliance with agency policy and performance standards	ME	NI	U
Verify vendor orders and reconcile invoices with billing statements, insuring accuracy in deliveries, quantities and prices	ME	NI	U
Analyze food budget monthly and initiate cost controls as appropriate	ME	NI	U
Process requests and written orders for food, and supplies from sites in a timely manner	ME	NI	U

Maintain material safety data sheets on all required products	ME	NI	U
Maintain records of food and supply purchases, including how much sent to various sites	ME	NI	U
Consult with Menu Committee staff regarding menus and development of recipes to accommodate special diets, allergy foods and monitor individual children's needs	ME	NI	U
Consult with Menu Committee staff regarding menus and development of recipes to accommodate special diets, allergy foods and monitor individual children's needs	ME	NI	U
Attend meetings and trainings as required	ME	NI	U
Develop, assign, verify and maintain weekly inventory of food and supplies	ME	NI	U
Work collaboratively with site supervisors and NSPs to ensure that safety, sanitation and health standards are met by NSP staff	ME	NI	U
Provide input to site supervisors in performance and training needs of NSP staff	ME	NI	U
Ensure all sites have current kitchen inspection; perform site visits to each kitchen, a minimum of 3 times per year for part-year programs, 4 times per year for full-year programs (evaluate based on USDA, State Licensing, and Federal Performance Standard requirements)	ME	NI	U
Provide USDA / CACFP information as assigned to direct service and NSP staff including program rules involving meal patterns, minimum portion size, recordkeeping requirements and sanitation	ME	NI	U
Provide USDA / CACFP information as assigned to direct service and NSP staff including program rules involving meal patterns, minimum portion size, recordkeeping requirements and sanitation	ME	NI	U
Advocate for integration of nutrition principles within the agency's programming for children	ME	NI	U
Other duties as assigned	ME	NI	U

Comments:

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**Outstanding Acknowledgements:**

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**Goals or improvements sought for next evaluation:**

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**Agreed upon action plan to meet goals:**

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3. 

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**Employee** \_\_\_\_\_ **Supervisor** \_\_\_\_\_

**Date** \_\_\_\_\_

**If end of Introductory/New Hire Period indicate recommendation below:**

☐ **Passed Introductory/New Hire Period**

☐ **Extend Introductory/New Hire Period by \_\_\_\_ days**

☐ **Discontinue employment with Reach Dane**