

**Haysville USD #261**  
**Employee Performance Review**  
**Director of Food Service**

EMPLOYEE INFORMATION

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Location

\_\_\_\_\_  
Job Classification

\_\_\_\_\_  
Evaluator Name

REVIEW GUIDELINES

**Directions:**

As with any evaluation process, the intent is to provide information that will enable the employee to improve job performance. Individuals needing to improve in an area shall be given specific information as to the reasons why improvement is needed and time to correct any deficiencies.

Check one rating for each function. The evaluator may comment on any marking but functions marked "Marginal" or "Unsatisfactory" shall include suggestions for improving performance.

**Complete this Employee Evaluation using the following scale:**

**Outstanding** – Performance is so successful at this element of your job that special note should be made.

**Very Good** – Performance at this level is consistently better than average.

**Satisfactory** – Performance is at or above the standards required.

**Marginal** – Performance is somewhat below the minimum standard for this element of your job. There appears to be, however, potential and the willingness to improve.

**Unsatisfactory** – Performance on this element of your job is well below the standards and potential and/or willingness to meet the minimum standards is not immediately apparent.

REVIEW OF ESSENTIAL JOB FUNCTIONS

1. Direct, assign, and evaluate all food service personnel to achieve efficient work environments within the food service department.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

2. Provide direction, training, and in-service for food service employees for the purpose of conveying information relative to job functions.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

3. Review, record, and report employees' hours on time cards to account for time spent working within the Food Service Department.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

4. Develop business system for collecting, depositing and accounting for money collected and disbursements as required for the purpose of accuracy in dealing with the assets within the food service department.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

5. Implement local and governmental policies and regulations necessary for receiving government reimbursement to ensure that the district is abiding by local and state government requirements.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

6. Plan and determine menus, supervise purchasing and serving of food, and maintain a satisfactory inventory of food to ensure an adequate supply of food within the district.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

7. Assess normal service practices and procedures to assure preventive maintenance and inspect food service equipment and systems of safety and operations on a regular basis in order to stay in compliance with health regulations.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

8. Submit proposals and specific long range needs to supervisor to ensure the efficient and effective running of the food service department.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

9. Keep informed on current trends in food service operations to provide an efficient work environment.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

10. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

11. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

COMMENTS AND SIGNATURES

Evaluator Comments:

Employee Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I have discussed this performance evaluation with the employee.**

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

**I have reviewed this performance evaluation.**

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

**I have read this evaluation of my performance and discussed it with my evaluator.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date