

(School District)
Evaluation

Position Title: Food Service Director

Employee Name: (Employee Name)

Evaluation Period: July 1, (Year) through June 30, (Year)

Date of Evaluation: (Date of Evaluation)

Job Duties/Evaluation:

Responsible for interviewing, screening, recommending for hire, and evaluating all cafeteria personnel:

Establishes standards of cleanliness, health, and safety in all kitchen areas. Ensures compliance with Public Health guidelines:

Responsible for ordering of food stock and operating supplies in compliance with School Board policy:

Maximize use of government surplus foods and responsible for applications on all available Federal subsidies:

Responsible for proper control and utilization of all funds (local, state, and federal) received as part of the school lunch program:

District-wide responsibility for planning and implementing of school menus:

Responsible for recommendations to purchase new or replacement equipment for the Food Service area:

Recommends meal prices for the various types of lunches:

Standardizes as much as possible the size of portions served:

Miscellaneous Duties as assigned by the Business Manager:

Additional comments:

Overall Evaluation is:

_____ Exceeds Expectations _____ Meets Expectations _____ Needs Improvement

Business Manager's Signature _____ Date _____

Employee's Signature _____ Date _____