

SCHOOL DISTRICT OF GADSDEN COUNTY

SCHOOL FOOD SERVICE FINANCIAL COORDINATOR

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

- *(1) Manage the school food service financial operations to ensure compliance with federal, state and local regulations.
- *(2) Supervise school food service personnel jointly with the SFS Production Coordinator.
- *(3) Assume responsibility for accurate meal counts, cash collections and deposits.
- *(4) Responsible for food service program revenue claim reporting and oversight of expenditures for payroll and accounts payable.
- *(5) Responsible for coordinating requests by auditors in a timely and efficient manner.
- *(6) Maintain records and submit reports as required.
- *(7) Supervise all food and non-food orders from District and outside vendors.
- *(8) Maintain accurate inventory of food and non-food items.
- *(9) Maintain high standards of safety, security and sanitation.
- *(10) Exercise managerial skills to control food, labor and non-labor costs.
- *(11) Assist the Production Supervisor with employment, re-employment, transfers and resignations.
- *(12) Work with Principals and teachers in planning, developing and utilizing the school food service program as a service and educational asset in the school program.
- *(13) Performs other duties as assigned by the Assistant Superintendent for Business Services.

Source Code (circle choices)

- | | | | | | |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|

Rating Code (circle one)

- | | | | | |
|----------------|-------------------|-----------|----------------|-------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|----------------|-------------------|-----------|----------------|-------------|

SCHOOL FOOD SERVICE FINANCIAL COORDINATOR (Continued)

2. EMPLOYEE QUALITIES/RESPONSIBILITIES

Category Definitions

- *(14) Maintain confidentiality regarding all matters related to assignment.
- *(15) Participate in workshops and training sessions as required.
- *(16) Maintain work area in a safe and secure manner.
- *(17) Provide for positive communication among staff.
- *(18) Model and maintains high ethical standards.
- *(19) Communicate well with co-worker, school personnel and the Production Coordinator.
- *(20) Follow attendance and proper dress rules as required.
- *(21) Display an appropriate work ethic.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

3. SYSTEM SUPPORT

Category Definitions

- *(22) Prepare all required reports and maintain all appropriate records.
- *(23) Knowledge of and the ability to utilize the computer for a variety of functions relative to the program.
- *(24) Represent the School Board in an appropriate manner.
- *(25) Perform other incidental tasks consistent with the goals and objectives of the District and this position.
- *(26) Provide ongoing in-service training for food service personnel.
- (27) Perform other duties as assigned.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

SCHOOL FOOD SERVICE FINANCIAL COORDINATOR (Continued)

4. WORKSITE SERVICE STANDARDS**Control Dimension**

Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

Unsatisfactory Needs Improvement Effective Very Effective Outstanding

5. ASSESSMENT AND OTHER SERVICES**Control Dimension**

The use of the adopted performance appraisal system for instructional and other employees.
The accurate and timely filing of all school reports.
The completion of required professional development services.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall Effective or higher rating.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

Unsatisfactory Needs Improvement Effective Very Effective Outstanding

SCHOOL FOOD SERVICE FINANCIAL COORDINATOR (Continued)

OVERALL RATING: (enter total scores)

Input from parents and teachers was collected and analyzed in preparation of this report.

Unsatisfactory _____ **Needs Improvement** _____ **Effective** _____ **Very Effective** _____ **Outstanding** _____

Comments of the Evaluatee:

This evaluation has been discussed with me: Yes _____ No _____

Signature of Evaluatee **Date**

Comments of the Evaluator:

Signature of Evaluator **Date**