

**CLERK, FOOD SERVICES BUDGET
Summative Appraisal Form**

Name _____

Location _____

Appraisal Period: From _____ to _____

Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

- | | | |
|----------|------------------------------|--|
| 5 | Clearly Outstanding: | Performance is consistently far superior to what is normally expected. |
| 4 | Exceeds Expectations: | Performance demonstrates increased proficiency and is consistently above expectations. |
| 3 | Meets Expectations: | Performance meets expectations and presents no significant problems. |
| 2 | Below Expectations: | Performance is consistently below expectations and significant problems exist. |
| 1 | Unsatisfactory: | Performance is consistently unacceptable. |
| 0 | Not Applicable | |

JOB PERFORMANCE STATEMENTS

Cafeteria Management

- ____ 1. Supervises cashiers and implements National School Lunch and Breakfast Program regulations and guidelines.
- ____ 2. Trains cashiers on computer program.
- ____ 3. Develops work skills and team work.
- ____ 4. Audits cashiers daily work; cash deposits, accurate count on free and reduced lunch applicants, assists in reading computer reports, reports discrepancies to Director.

COMMENTS: _____

Policy, Reports, and Law

- ____ 5. Knows the procedures for processing, verifying and receiving lunch applications in order to assist with this processing.
- ____ 6. Assists in the preparation and implementation of food service budget including Federal and local revenues and all expenditures.

- ____ 7. Prepares budget amendments and revisions.
- ____ 8. Assists in preparing monthly meal cost and profit and loss reports.
- ____ 9. Prepares an annual budget analysis on each cafeteria to determine profit or loss for current year and compare to previous year.
- ____ 10. Prepares annual certification of meal cost report for TEA, mandatory for severe need assistance schools.
- ____ 11. Prepares deposits for all federal and local monies accrued to Food Service.
- ____ 12. Carries out office duties in the absence of clerical staff.

COMMENTS: _____

Other

- ____ 13. Follows established Food Service Standard Operating Procedures
- ____ 14. Performs other duties assigned by supervisor.
- ____ 15. Maintains confidentiality of information.

COMMENTS: _____

Supervisory Responsibilities

- ____ 16. Supervises cashiers and implements National School Lunch and Breakfast Program regulations and guidelines.

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success for students on this campus/department?

Summative Conference Comments:

Recommendation of Evaluator: I have read and received a copy of this evaluation. I have reviewed this instrument.

- Renewal and/or Extension of Assignment
- Non-renewal of Assignment
- Termination of Assignment
- Non-extension of Assignment

Administrator's (Print Name)

Date

Administrator's Signature

Date

Employee's Signature

Date