



FLOYD COUNTY BOARD OF EDUCATION  
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William Newsome, Jr., Board Chair - District 3  
Linda C. Gearheart, Vice-Chair - District 1  
Dr. Chandra Varia, Member- District 2  
Keith Smallwood, Member - District 4  
Steve Slone, Member - District 5

**Consent Agenda Item (Action Item):**

Request approval of the classified evaluation document for Food Service employees.

**Applicable State or Regulations:**

Policy 0.1.11 General Powers and Duties of the Board

**Fiscal/Budgetary Impact:**

There is no cost associated with this request.

**History/Background:**

Each year all classified employees are required to be evaluated using a classified personnel evaluation document that includes the following categories:

Job Knowledge; Productivity and Quality of Work; Responsibility, Dependability, and Attendance; Interpersonal Relations; and Summary. The evaluation tool that has been used in the past is generic and used on all classified employees across all job descriptions. The attached classified evaluation document has been revised to be more specific to food service employees. This revision will provide a more accurate evaluation which enhance job effectiveness and productivity in food service.

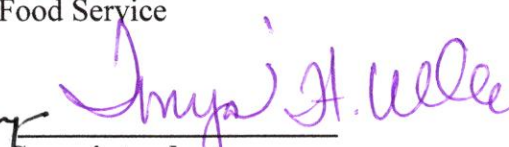
**Recommended Action:**

Approve Classified Personnel Evaluation document for Food Service.

**Contact Person(s):**

Greta Thornsberry, Director of District Wide Services  
Brian Handshoe, Director of Food Service

  
Director

  
Superintendent

**Date:**

August 28, 2025

- CLASSIFIED PERSONNEL -

**Classified Personnel Evaluation**

EMPLOYEE'S NAME \_\_\_\_\_ SCHOOL YEAR \_\_\_\_\_

WORKSITE/SCHOOL \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

POSITION: \_\_\_\_\_

☐ SCHOOL NUTRITION DEPARTMENT**EXPLANATION OF THE SCALE:**

SATISFACTORY (S)

UNSATISFACTORY (U)

IMPROVEMENT NEEDED (IN)

NOT APPLICABLE (NA)

**JOB KNOWLEDGE:**

Evaluate skill/knowledge of the information, procedures, materials, equipment, techniques, etc., required for the position.

- | S | IN | U | NA |
|---|----|---|----|
|   |    |   |    |
|   |    |   |    |
|   |    |   |    |
|   |    |   |    |
|   |    |   |    |
- (a) Understands principles/methods of quantity food service preparation, serving food
  - (b) Follows sanitation and safety practices related to handling, cooking, baking and serving food
  - (c) Understands methods of preparing/serving in large quantities
  - (d) Demonstrates an understanding of serving sizes to meet the USDA requirements with regard to the ages of the School Meal Pattern
  - (e) Understands/completes basic recordkeeping in timely manner

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

**PRODUCTIVITY AND QUALITY OF WORK:**

Rate the completion, accuracy, timeliness, and volume of work.

- | S | IN | U | NA |
|---|----|---|----|
|   |    |   |    |
|   |    |   |    |
|   |    |   |    |
|   |    |   |    |
|   |    |   |    |
- (a) Prepare and serve food in accordance with health and sanitation regulations
  - (b) Completes tasks accurately.
  - (c) Completes tasks in a timely manner.
  - (d) Uses proper safety measures when working.
  - (e) Understands and follow oral/written directions

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

**Classified Personnel Evaluation****RESPONSIBILITY, DEPENDABILITY, AND ATTENDANCE:**

Consider efforts to ensure the successful completion of tasks, extra efforts made to meet work demands, attendance, dependability, and general assistance.

- (a) Has a good attendance record
- (b) Reports to work on time
- (c) Uses good judgment in performing responsibilities.
- (d) Organizes work responsibilities and sets priorities.
- (e) Returns to work from break and/or lunch on time
- (f) Demonstrates dedication to the purposes and goals of the Floyd County Schools Child Nutrition Program

S	IN	U	NA

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

\_\_\_\_\_

**INTERPERSONAL RELATIONS:**

Consider relationships with other employees, students, and the community, and willingness to perform required duties and to help others accomplish tasks.

- (a) Deals with students and parents in a positive, constructive manner.
- (b) Deals with colleagues and supervisors in a positive, constructive manner.
- (c) Assumes and carries out such other duties as may be assigned by the manager, principal, and/or School Nutrition Director
- (d) Handles problems in a constructive and fair manner.
- (e) Works through line/staff relationships when addressing problems.
- (f) Ability to communicate clearly and concisely in expression of ideas orally
- (g) Maintains positive attitude on serving line

S	IN	U	NA

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

\_\_\_\_\_

**SUMMARY**

Overall job performance on applicable items.

S	IN	U	NA

**Classified Personnel Evaluation**

Overall, does the employee meet the designated performance standards? ☐ Yes ☐ No

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Growth and Development: Activities in which the employee has participated which could increase job effectiveness. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Improvement in the areas noted on this evaluation can be achieved by the following:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This review has been discussed with the employee who has been given a copy. Signatures acknowledge completion of the evaluation and not necessarily agreement.

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

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

\_\_\_\_\_  
*Supervisor's Signature*

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

Employee's Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_