

**USDA MANAGER
UMATILLA-MORROW COUNTY HEAD START, INC.**

Name: _____ Date: _____

| | | | | |
|-----------------|-------------|--------------|----------------|------------------|
| 1. UNACCEPTABLE | 2. MARGINAL | 3. COMPETENT | 4. COMMENDABLE | 5. DISTINGUISHED |
|-----------------|-------------|--------------|----------------|------------------|

- A. General Staff Responsibilities:**
1. Participate in staff meetings, conferences, training sessions and workshops as assigned 1 2 3 4 5
 2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency 1 2 3 4 5
 3. Maintain congenial and respectful relations with staff, children, families and community 1 2 3 4 5
 4. *Keep current and accurate records that conform to program policies..... 1 2 3 4 5
 5. *Maintain confidentiality in regards to staff and family information..... 1 2 3 4 5
 6. Maintain objectives and professional standards..... 1 2 3 4 5
 7. Improve self-skills and education 1 2 3 4 5
 8. *Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy 1 2 3 4 5
 9. Perform any other work-related duties as requested by your supervisor 1 2 3 4 5
 10. Be a contributory team member in a positive/productive manner 1 2 3 4 5
 11. *Demonstrate commitment to mission, values, and policies in the performance of daily duties..... 1 2 3 4 5

*Comments or examples:

B. USDA CACFP Program Operation:

1. *Work with Nutrition Services Director to complete annual USDA CACFP grant renewal for Centers....1 2 3 4 5
2. *Implement and monitor compliance with policies and procedures, work plan and regulations.....1 2 3 4 5
3. *Inform staff of regulation changes.....1 2 3 4 5
4. *Submit complete and timely month end report to Nutrition Services Director..... 1 2 3 4 5
5. *Complete monthly USDA claims in accurate and timely manner.1 2 3 4 5
6. *Complete accurate One Month Attendance Report (OMAR) of centers for October of each year..... 1 2 3 4 5
7. *Ensure all required USDA/CACFP forms are completed and maintained as required in CACFP regulations.1 2 3 4 5
8. Willingly performs other duties as deemed necessary by supervisor.....1 2 3 4 5

*Comments or examples:

B. Head Start/EHS Programs:

1. *Substitute for cooks as needed 1 2 3 4 5
2. *Ensure nutrition and food services are monitored at least three times a year 1 2 3 4 5
3. Coordinate and arrange training for cooks..... 1 2 3 4 5

- 4. Provide consultation to cooks on meal preparation and food service 1 2 3 4 5
- 5. *Assess and monitor meal paperwork --menu planning sheets, daily vendor receipts, shopping lists, food receipts 1 2 3 4 5
- 6. Contributes positively to and promotes program 1 2 3 4 5
- 7. Provide consultation to classroom staff in the development and implementation of nutrition activities. 1 2 3 4 5

*Comments or examples:

C. Supervisory Skills and Duties:

- 1. Provides training to staff so that they can adequately complete their tasks and increase their skills..... 1 2 3 4 5
- 2. *Sets aside sufficient time to meet and plan with staff..... 1 2 3 4 5
- 3. Helps staff become more proficient by:
 - a. Patiently answering questions 1 2 3 4 5
 - b. Giving needed direction pleasantly 1 2 3 4 5
 - c. Recognizing accomplishments 1 2 3 4 5
 - d. Evaluating staff often and objectively 1 2 3 4 5
- 4. Delegates effectively and appropriately 1 2 3 4 5
- 5. Elicits staff input and acts on it..... 1 2 3 4 5
- 6. *Assures consistency of procedures and practices among staff..... 1 2 3 4 5
- 7. Acts on staff problems quickly and appropriately 1 2 3 4 5
- 8. *Ensures staff are aware of program policies and procedures 1 2 3 4 5
- 9. Regularly informs staff of inter-agency communication deadlines and changes in policies and procedures 1 2 3 4 5
- 10. Assists in the interviewing and hiring process..... 1 2 3 4 5
- 11. *Ensures that staff is actively engaging in work..... 1 2 3 4 5
- 12. Promotes leadership skills in others..... 1 2 3 4 5
- * Comments or examples:

D. Staff Communication and Team Membership:

- 2. Shares materials and information..... 1 2 3 4 5
- 3. *Uses appropriate channels for concerns and does not interfere in a situation another staff person is handling 1 2 3 4 5
- 4. *Supports team members and supervisor verbally and by attitude..... 1 2 3 4 5
- 5. Sets aside sufficient time to meet and plan with team members..... 1 2 3 4 5
- Comments or examples:

E. Work Ethics:

- 1. *Comes to work on time 1 2 3
 - 2. Notifies supervisor prior to beginning of work day when not able to come to work..... 1 2 3
 - 3. *Misses little time because of illness..... 1 2 3
 - 4. Willingly accepts changes in program 1 2 3
 - 5. Accepts and acts on constructive criticism 1 2 3
 - 6. Follows through on accepted tasks or agreements..... 1 2 3
- *Comments or examples:

Do you have long-term employment goals? _____

What help do you need to accomplish these goals? _____

Additional Information: _____

Supervisor's Signature/Date

USDA Manager's Signature/Date

Rating Scale Explanation:

- 1. UNACCEPTABLE - Performance falls substantially short of the expectations for competency. Requires much improvement.
- 2. MARGINAL - Performance does not meet an acceptable level in all areas, but employee is steadily improving.
- 3. COMPETENT - Performance is fully acceptable. Performance meets standards set for the position on a consistent basis.
- 4. COMMENDABLE - Performance is significantly better than average. Consistently exceeds standards; distinctive performance.
- 5. DISTINGUISHED - Exceptional performance of unusually high caliber. Remarkable achievement and pacesetting performance.

Any task marked 1, 2, or 5 must have a comment written to justify the score.

Any task marked 1 or 2 must have a plan of assistance written and be attached to the performance evaluation.

Any * task (essential job function) marked a 1 or 2, no merit increase will occur until the task is brought up to competency.

Three tasks marked a 1 or 2, no merit increase will occur until the task is brought up to competency.

- Successful completion of a 6 month introductory period
- Eligible for merit increase
- Not eligible for merit increase