



**HOMEWORK ASSIGNMENT
DUE SEPTEMBER 26, 2018**

**To be held at:
Dickinson ISD Child Nutrition Services
4003 Video Street
Dickinson, Texas 77539
8:30 a.m. – 3:00 p.m.**

Name: _____

District: _____

Complete and bring to class the following worksheet:

Hold an Expectations Meeting with your Supervisor

Worksheet

Expectations Meeting With Your Supervisor

Instructions: This worksheet groups the information you will need to know about your cafeteria, organization, work team and supervisor's expectations. Use it to guide your discussion with your supervisor as you explore expectations during your first few weeks as a manager. Please remember this worksheet is a guideline; you should make appropriate adjustments to fit your circumstances.

SUPERVISOR _____

MEETING DATE/TIME _____

FOLLOW-UP MEETING DATE/TIME _____

Category / Discussion Points	Discussion Notes
The Big Picture	
1. How does our cafeteria team fit within the district as a whole?	
2. What is your vision and mission for this group?	
3. Who are the main suppliers?	
4. What do you see are the main responsibilities for my position?	

Category / Discussion Points	Discussion Notes
Achieving Success	
1. How will success be defined and measured in my new role?	
2. What does exceptional performance, on my part, look like to you?	
Accomplishments and Goals	
1. What significant accomplishments has this workgroup achieved in the recent past?	
2. What are your expectations for this year's accomplishments?	
3. What is this workgroup's greatest strength?	
4. What are its main challenges?	
5. Which are most urgent?	

Category / Discussion Points	Discussion Notes
Authority and Accountability	
1. What authority and accountability do you expect me to exercise?	
2. What are the limits of my decision-making authority?	
3. At what point do I need to involve you?	
4. How will you hold me accountable for achieving my goals, accomplishing my work, and supervising my team members?	
5. What authority do I have in communicating outside my team?	
6. Do you need to approve my communications with other areas? Do you want to receive a copy?	
Our Working Relationship	
1. How do you want us to work together?	

Category / Discussion Points	Discussion Notes
2. What kinds of situations, problems, or events do you want me to inform you about?	
3. How often should we meet to discuss progress, issues, etc.?	
4. What kinds of reports or communication do you expect from me? How often?	
5. Do you prefer to communicate by telephone, e-mail, or face-to-face?	
6. Do you want to be invited to our team meetings or events?	
7. Who else should I interact with and what are my responsibilities to them?	
8. How would you characterize working relationships among my team and my predecessor?	
9. What, if any, labor union/ organization is recognized in the department, and who is its representative?	

Category / Discussion Points	Discussion Notes
Performance Management	
1. Is there a job description for my position?	
2. Can you help me document job goals and expectations in this district's performance management system so that we can get the specifics down?	
The Transition	
1. What do you expect of me during my first 6 months on the job?	
2. What should I be learning in the first 6 months on the job?	
3. How would you prefer that I obtain this knowledge?	
4. What are the main resources available to help me transition to my new role quickly?	
5. Where can I find them?	

Category / Discussion Points	Discussion Notes
Team Members	
1. Please give me your overview of the people on my team – strengths, weaknesses, potential leaders, etc.	
2. Who is likely to be my greatest source of support?	
3. Who is likely to require the most attention?	
4. Who is likely to challenge me the most?	
5. What groups will I most likely be involved with?	
6. Will I have an assistant manager? What are his/her duties?	
7. What sort of turnover has my workgroup experienced in the last few years? Do you know why or why not?	
8. Where can I find the performance appraisals for all my team members?	

Category / Discussion Points	Discussion Notes
9. Is any team member due soon for transfer, promotion, salary increase, or retirement?	
10. Which positions have the greatest number of capable players? Which need strengthening?	
11. What training programs are currently underway? How effective have they been?	
Information Resources	
1. Which crucial policies and procedures govern this team?	
2. Where can I obtain them, as well as information on their interpretation and application?	
3. Where can I get training on required electronic systems?	
4. Where are the files for my team members kept? Are job descriptions included in those files?	
5. What management information system does this team use and what information systems support our operations?	

Category / Discussion Points	Discussion Notes
Safety	
1. What are the basic safety precautions, rules, and regulations that pertain to this team? Where can I find them?	
2. What are my safety responsibilities in my new position?	
Budget	
1. What is this team's budget?	
2. Who is responsible for preparing it?	
3. Who administers it?	
4. What amount of influence will I have in the budgeting process?	
5. What spending authority do I have (amount and specific cost areas)?	

Category / Discussion Points	Discussion Notes
Facilities and Equipment	
1. Which locations am I responsible for?	
2. Are all my direct reports in one place?	
3. Does the facility have sufficient equipment to achieve our goals?	
4. Do you have a list of the equipment, tools, machinery, utilities, and so on assigned to my department? What are their capacities and/or operating rates? What is their downtime and repair history? Who are their qualified operators?	
5. Who is responsible for repairs and general housekeeping?	
6. Who holds which keys to equipment files, safes, stockrooms, warehouses, offices, or buildings? How many duplicates?	
7. Is there a schedule for opening and closing the premises? Who opens up and locks up?	

Category / Discussion Points	Discussion Notes
8. What are the emergency procedures appropriate to this area?	
Work Flow and Pace	
1. Where are the current work schedules and project plans?	



*To enhance compliance, efficiency, and quality
in delivering healthy school meals.*

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