

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
EMPLOYEE EVALUATION FORM**

Job Description #1400-0420
Class II – Custodian – Service Center

NAME _____

BUILDING _____ ANNIVERSARY DATE _____

TYPE OF EVALUATION

PROBATIONAL ADDITIONAL ANNUAL

PERFORMANCE LEVEL INDICATION KEY

- SCALE THE EMPLOYEE’S PERFORMANCE HAS:**
- +** Exceeded or met the expectations for this position.
 - 0** Employee’s performance does not meet expectations for this position.

For those areas rated “0”, the employee shall develop a plan to bring performance to an acceptable level. The supervisor is available for assistance in the development of the plan.

ESSENTIAL SKILLS

- _____ Clean all restrooms.
- _____ Clean conference room - dust, etc.
- _____ Maintain hallways - wax and scrub.
- _____ Clean and sweep maintenance shop and saw room.
- _____ Clean, sweep, and mop floors in transportation office.
- _____ Deliver supplies to all schools and deliver film on Thursday.
- _____ Maintain boiler room area and clean it as needed.
- _____ Clean and sweep supply room.

- _____ **Clean all windows in administration building.**
- _____ **Assist in ordering custodial supplies.**
- _____ **Assist in unloading all supplies at administration building.**
- _____ **Inform supervisor of equipment failure, needed repairs and maintenance of building.**
- _____ **Clean snow and ice from walkways.**
- _____ **Stock machine and/or towel dispensers.**
- _____ **Clean out air arresters and filter as needed.**

SUMMARY RATINGS

- _____ **Accuracy and neatness of work**
- _____ **Amount and performances of work**
- _____ **Attendance and punctuality**
- _____ **Initiative, responsibility**
- _____ **Use of time**
- _____ **Cooperation**
- _____ **Personal relationship**
- _____ **Acceptance of criticism**

SUMMARY COMMENTS

Employee Signature

Evaluator Signature

Date

The signature of the employee does not mean the employee agrees with the evaluation; rather the employee has read the evaluation.