

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
EMPLOYEE EVALUATION FORM**

Job Description #1400-0425
Class I – Building Head Custodian

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

- _____ **Coordinate the work schedules of Class II and Class III employees.**

- _____ **Direct and assign personnel to specific jobs and tasks within the framework of their job description and work to be completed.**

- _____ **Inform principal of major equipment failure, needed repairs and maintenance of building.**

- _____ **Submit requests for and maintain inventory of custodial supplies in building.**

- _____ **Clean, dust mop, scrub and wax resilient floors as needed to protect floor finish.**

- _____ **Dry mop floors in rooms and hallways.**

- _____ **Clean and vacuum carpeting in rooms and hallways.**

- _____ **Empty wastebaskets and dispose of refuse in incinerator or A-1 waste container.**

- _____ **Stock machines and/or towel dispensers.**
- _____ **Scrub and disinfect shower rooms.**
- _____ **Change incandescent and fluorescent light bulbs.**
- _____ **Clean blackboards and erasers as assigned.**
- _____ **Submit a request for supplies to appropriate supervisor.**
- _____ **Blow down boilers regularly or as assigned.**
- _____ **Clean and scrub water fountains, sinks, bowls, and glass mirrors.**
- _____ **Clean snow and ice from all walks and entrances to building.**
- _____ **Clean out air arresters and filters as needed.**
- _____ **Clean carpeting and scrub down walls.**
- _____ **Install pencil sharpeners, replace fuses and be accountable for additional minor repairs to building, equipment and furniture.**
- _____ **Clean chair and desktops in classrooms and office areas.**
- _____ **Mow grass, clean up leaves, trim shrubs and perform additional minor outside landscaping duties.**
- _____ **Check heating and electrical system regularly and report major problems to maintenance staff.**
- _____ **Be responsible for school corporation keys and securing building before leaving after each work day.**
- _____ **Operate floor scrubber and buffer.**
- _____ **Assist maintenance department in tasks or on detail where the work load or type of work is commensurate with regular duties.**
- _____ **Check water heaters, air compressors, and other equipment regularly to determine if they are operating properly.**
- _____ **Clean restroom areas.**
- _____ **Keep custodial storage areas and boiler rooms clean, neat and free of combustible materials.**
- _____ **Perform light maintenance work 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.