

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
EMPLOYEE EVALUATION FORM**

Job Description #1400-0430
Class II – Building Custodian – Total Duties

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

- _____ **Inform supervisor of equipment failure, needed repairs and maintenance of 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.**
- _____ **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.**
- _____ **Clean and scrub walls, 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.**
- _____ **Vacuum swimming pool on a regular schedule.**
- _____ **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 desk tops in classrooms and office areas.**
- _____ **Mow grass, clean up leaves, trim shrubs and perform additional minor outside landscaping duties.**
- _____ **Responsible for school corporation keys and securing building before leaving after each work day.**
- _____ **Operate floor scrubber and buffer.**
- _____ **Clean restroom areas.**
- _____ **Keep custodial storage areas and boiler rooms clean, neat and free of combustible materials.**
- _____ **Clean glass in windows both on the inside and outside.**

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.