

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
EMPLOYEE EVALUATION FORM**

Job Description #1400-0452  
Class III – Building Maintenance / Grounds / Head Custodian

NAME \_\_\_\_\_

BUILDING \_\_\_\_\_ ANNIVERSARY DATE \_\_\_\_\_

**TYPE OF EVALUATION**

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PROBATIONAL       ADDITIONAL       ANNUAL

**PERFORMANCE LEVEL INDICATION KEY**

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**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**

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- \_\_\_\_\_ **Be familiar with and utilize maintenance manuals provided by equipment suppliers relative to proper settings, maintenance and operation of all equipment in the School Corporation. This includes such equipment as:  
          Wall heating units  
          Circulation of air and water throughout building**
- \_\_\_\_\_ **Diagnose electrical and mechanical problems, and then make the necessary repairs as needed.**
- \_\_\_\_\_ **Diagnose plumbing problems and make repairs as needed.**
- \_\_\_\_\_ **Complete work orders as approved by the Maintenance Director.**
- \_\_\_\_\_ **Account for all tools and equipment assigned to each individual.**
- \_\_\_\_\_ **Keep all tools in good working order.**

- \_\_\_\_\_ **Observe all laws and standards as set forth under IOSHA and AHERA.**
- \_\_\_\_\_ **Recommend the need for supplies and/or equipment to the Maintenance Director.**
- \_\_\_\_\_ **Strive to provide a comfortable "living" environment for students and staff.**
- \_\_\_\_\_ **Remove snow from walk at entrances.**
- \_\_\_\_\_ **Maintain security of all equipment.**
- \_\_\_\_\_ **Be in charge of all custodians in the building and their evaluations.**
- \_\_\_\_\_ **Maintain a positive relationship with other staff, parents, and students.**

### **SUMMARY RATINGS**

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- \_\_\_\_\_ **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**

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\_\_\_\_\_  
**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.**