

SCHOOL DISTRICT OF GADSDEN COUNTY

CUSTODIAN

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Clean and inspect restrooms and locker rooms daily.
2. Damp clean all windows, window ledges and furniture in all assigned areas daily.
3. Perform routine high dusting of all rooms in scheduled areas.
4. Spot mop and damp mop the hard surfaces of rooms and corridors daily.
5. Vacuum and spot clean carpeted rooms and hallways daily.
6. Maintain the inventory of custodial supplies, tools and materials for use in the facility.
7. Assist in the supervision of the physical security of the building as it pertains to security lights, locking and unlocking the facility.
8. Provide emergency clean-up for spills and mishaps throughout facility.
9. Inspect, routinely, building lighting and daily relamping of light fixtures in all rooms.
10. Assist in the operation of the facility HVAC systems as required.
11. Assist in setting up for meetings and workshops on planning days.
12. Conduct minor maintenance repairs assigned, within the knowledge and skill level of a custodian.
13. Participate in any Casualty Prevention, tests and inspections that is an integral part of the facility.
14. Patrol facility and grounds to pick up and prevent accumulation of litter daily.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

CUSTODIAN (Continued)

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

- 15. Participate in workshops and training sessions as required.
- 16. Complete cleaning schedule for areas assigned, with the frequency requirements provided, and look for ways to improve the schedule.
- 17. Inspect, routinely, areas of physical plant, and grounds for possible personnel and safety hazards and make reports to Principal or other responsible directors.
- 18. Assist in the assignment, scheduling and training of the custodial assistant staff.
- 19. Maintain a positive public relations attitude with all staff personnel and student body.
- 20. Supervise the events in special cleaning programs and projects.
- 21. Follow attendance and proper dress codes as required.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

3. SYSTEM SUPPORT

Category Definitions

- 22. Assist with all matters relative to the cleanliness and safety for the facility.
- 23. Prepare all required reports and maintain all appropriate records.
- 24. Ensure that School Board policies and governmental regulations are being consistently applied to area of responsibility.
- 25. Perform other duties as assigned.

Source Code (circle choices)

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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

CUSTODIAN (Continued)

4. WORKSITE SERVICE STANDARDS

Control Dimension

Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teamsmanship and communication skills, translating organizational purpose into observable behavior and others.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
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Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

5. ASSESSMENT AND OTHER SERVICES

Control Dimension

The use of the adopted performance appraisal system for instructional and other employees.
The accurate and timely filing of all school reports.
The completion of required professional development services.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall Effective or higher rating.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
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Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

CUSTODIAN (Continued)

OVERALL RATING: (enter total scores)

Input from parents and teachers was collected and analyzed in preparation of this report.

Unsatisfactory _____ **Needs Improvement** _____ **Effective** _____ **Very Effective** _____ **Outstanding** _____

Comments of the Evaluatee:

This evaluation has been discussed with me: Yes _____ No _____

Signature of Evaluatee

Date

Comments of the Evaluator:

Signature of Evaluator

Date