

HEAD CUSTODIAN/CUSTODIANS

Name: _____ School: _____

Evaluator: _____

Date Completed: _____

Rating Scale

Very Good: Employee exceeds the performance requirements of the position in this area.

Satisfactory: Employee meets the performance requirements of the position in this area.

Needs Improvement: Employee does not meet the performance requirements of the position in this area. Recommendations for improvement must accompany this rating.

1. PERSONAL QUALITIES / ATTRIBUTES

- | | | | |
|--------------------------|----|---|----|
| • Punctuality | VG | S | NI |
| • Dependability | VG | S | NI |
| • Cooperation | VG | S | NI |
| • Enthusiasm | VG | S | NI |
| • Judgment | VG | S | NI |
| • Adaptability | VG | S | NI |
| • Confidentiality | VG | S | NI |
| • Attitude to work | VG | S | NI |
| • Accepts responsibility | VG | S | NI |
| • Accepts direction | VG | S | NI |

2. INTERPERSONAL SKILLS

- | | | | |
|---|----|---|----|
| • Works positively as part of the school team | VG | S | NI |
| • Interacts positively with students | VG | S | NI |
| • Displays common courtesy to all | VG | S | NI |
| • Follows lines of communication | VG | S | NI |

3. SUPERVISION OF CUSTODIANS

- | | | | |
|--|----|---|----|
| • Organize and supervise the work of all custodians/cleaners in his charge | VG | S | NI |
| • Training custodian staff | VG | S | NI |

- Provide feedback on the evaluation of custodian/cleaners VG S NI
- 4. MAINTAIN SAFETY OF BUILDINGS AND GROUNDS**
- Inspect all mechanical, electrical and plumbing daily VG S NI
 - Inspect extinguishers and other fire safety equipment monthly VG S NI
 - Keep all sidewalks, steps, entrances and exits clean and clear at all time, including winter VG S NI
 - Report all unsafe conditions to the Principal and make necessary repairs, or ensure that all necessary repairs are made as soon as possible, i.e., broken glass, broken playground equipment. VG S NI
 - Report any break-ins, thefts to the Principal and/or the local police VG S NI
 - Ensure that there is proper labeling on all chemicals used for cleaning and have the MSDS/SDS sheets available to all personnel for all chemicals used for cleaning VG S NI
 - Keep all storage rooms, furnace rooms, electrical/mechanical rooms and any unused areas clean and free from accumulation of refuse VG S NI
- 5. MAINTAIN SCHOOL BUILDINGS, EQUIPMENT AND FURNISHINGS**
- Clean filters and maintain heating and ventilating systems in order to maintain a comfortable temperature in all buildings VG S NI
 - Service on a regular schedule and/or repair when necessary, all equipment in the schools, i.e., compressors, water pumps, etc. VG S NI
 - Do minor repairs on desks/chairs VG S NI
 - Check the security system in the school including the alarm system, door and window locks, door closures, and report and deficiencies VG S NI
 - Report to the Principal and/or the Maintenance Supervisor, any work required to maintain the buildings, equipment or furnishings that the head custodian is unable to complete VG S NI
- 6. MAINTAIN SCHOOL GROUNDS**
- Cut and trim grass on school property in the immediate vicinity of the buildings VG S NI
 - Check all playground equipment and make minor repairs VG S NI

- Check all school grounds and make minor repairs VG S NI
 - Ensure that the flag is flown daily in accordance with the regulations VG S NI
- 7. ORDERING OF SUPPLIES AND MATERIALS**
- Requisition maintenance, cleaning and toilet supplies VG S NI
 - Receive all maintenance, cleaning, toilet and school supplies and store them in their proper places VG S NI
 - Maintain a file for all material safety data sheets (MSDS/SDS) for all chemicals and make these available to all cleaning staff. VG S NI
 - Label all chemicals (cleaning supplies) properly with MSDS labels VG S NI
 - Keep a sufficient amount of cleaning supplies and materials on hand VG S NI
- 8. ASSIST WITH GENERAL CLEANING OF THE SCHOOL**
- Clean corridors and entrances at least once a day, and more often as required VG S NI
 - Assist with and supervise all major cleaning during school breaks, e.g. Christmas, spring and summer VG S NI
 - Clean the washrooms during the day VG S NI
 - Daily clean a designated area in the school VG S NI
- 9. CATER TO PUBLIC USE OF BUILDINGS AND GROUNDS**
- Advise custodians of any authorized use by outside organization of classrooms, gym, grounds, etc., in order that custodians/cleaners can schedule cleaning of those areas VG S NI
 - Make necessary arrangements for moving of furnishings, where required, for organizations using facilities, e.g. tables for elections, chairs for programs. VG S NI
- 10. OTHER**
- Any other related duties which may be assigned by the Principal or Manager of Operations VG S NI

1. Areas of Strength

2. Suggestions for Improvement

3. Conclusions

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

I have read and received a copy of the evaluation.