

**GROUNDSKEEPER
Summative Appraisal Form**

Name _____

School Location _____

Appraisal Period: From _____ to _____

Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

JOB PERFORMANCE STATEMENTS

Grounds and Landscaping

- ____ 1. Mows and details all district grounds, including athletic fields.
- ____ 2. Cares for trees, shrubs, and flowers by watering, pruning, fertilizing, mulching, caring for beds, and controlling weeds.
- ____ 3. Plants shrubs and vegetation.
- ____ 4. Assists with the preparation of athletic fields for games, including chalking fields.
- ____ 5. Waters grounds and applies fertilizer.
- ____ 6. Collects and disposes of leaves, dirt, rubbish, and refuse from district facilities.
- ____ 7. Assists with the inspection, repair, and installation of sprinkler systems.
- ____ 8. Digs and fills holes in yards, pavement and fields.
- ____ 9. Inspects jobs upon completion and ensures areas are clean.
- ____ 10. Receives and completes work orders as required by Maintenance Department policies and procedures.

- ____ 11. Maintains accurate records on material and labor used as required by Maintenance Department policies and procedures.
- ____ 12. Maintains inventory of district-owned tools, equipment, and materials.
- ____ 13. Works with building principals and supervisors to complete projects.
- ____ 14. Responds to emergency calls as needed.

COMMENTS: _____

Driving

- ____ 15. Operates light truck to transport furniture and equipment throughout district.

COMMENTS: _____

Safety

- ____ 16. Instructs assigned personnel on proper and safe use of tools and equipment.
- ____ 17. Operates tools, equipment, and machinery according to prescribed safety procedures.
- ____ 18. Follows established safety procedures including lifting, climbing and stooping.
- ____ 19. Ensures that vehicles, equipment, and tools are in safe operating condition.
- ____ 20. Inspects, cleans and adjusts tools, equipment and vehicles for safety and efficiency.
- ____ 21. Corrects unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.

COMMENTS: _____

Other

- ____ 22. Transports workers and equipment to work sites throughout the district.
- ____ 23. Follows and abides by School Board and Maintenance Department policies and procedures.
- ____ 24. Performs other duties as assigned by supervisor.
- ____ 25. Maintains confidentiality of information.

COMMENTS: _____
