

**COORDINATOR, CUSTODIAL  
Summative Appraisal Form**

Name \_\_\_\_\_ 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**

**MAJOR RESPONSIBILITIES AND DUTIES**

**Building Maintenance and Repair**

- \_\_\_\_ 1. Direct and manage the custodial operations of the district.
- \_\_\_\_ 2. Receive and process work orders for custodial and grounds keeping crews.
- \_\_\_\_ 3. Develop and maintain written departmental procedures for the operations of custodial, and grounds keeping crews.
- \_\_\_\_ 4. Prepare plans for landscaping improvements for submission to purchasing department for bids.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Policy, Reports, and Law**

- \_\_\_\_\_ 5. Implement federal and state law, State Board of Education rule, and local board policy in custodial areas of responsibility.
- \_\_\_\_\_ 6. Compile, maintain, and file all physical and computerized reports, records, and other documents required in the custodial, grounds keeping crew's areas of responsibility.
- \_\_\_\_\_ 7. Prepare data necessary to process the custodial payroll.

**Budget and Inventory**

- \_\_\_\_\_ 8. Administer the custodial budget and ensuring that programs are cost-effective and funds are managed prudently.
- \_\_\_\_\_ 9. Compile budgets and cost estimates based on documented program needs.
- \_\_\_\_\_ 10. Plan and direct inventory and stock control program for equipment and supplies.
- \_\_\_\_\_ 11. Initiate purchase orders and bids in accordance with budgetary limitations and district policies.
- \_\_\_\_\_ 12. Replace and maintain a current inventory of supplies and parts to avoid delay when reordering.
- \_\_\_\_\_ 13. Approve and forward invoices and purchase orders for the custodial department to the Construction Manager.
- \_\_\_\_\_ 14. Recommend disposal of obsolete equipment and purchasing replacement equipment when necessary.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Personnel Management**

- \_\_\_\_\_ 15. Assign work to custodial personnel and oversee the completion of the assigned work.
- \_\_\_\_\_ 16. Prepare, review, and revise job descriptions within the custodial department.
- \_\_\_\_\_ 17. Evaluate job performance of employees to ensure effectiveness.
- \_\_\_\_\_ 18. Recruit, train, and supervise custodial personnel and make sound recommendations about personnel placement, transfer, retention, and dismissal.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Safety**

- \_\_\_\_\_ 19. Maintain safety standards in conformance with federal, state, and insurance regulations and developing a program of preventive safety.
- \_\_\_\_\_ 20. Establish and utilize integrated pest management strategies to develop systems/protocols that result in disease and insect pests below economic thresholds. Supervise all applications and training to ensure safe use in compliance with current law.
- \_\_\_\_\_ 21. Ensure that equipment is maintained in operating and optimum condition.
- \_\_\_\_\_ 22. District wide asbestos testing.
- \_\_\_\_\_ 23. Maintain asbestos records.
- \_\_\_\_\_ 24. Air quality monitoring.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other**

- \_\_\_\_\_ 25. Perform disaster duty when needed.
- \_\_\_\_\_ 26. Attend professional growth activities to keep abreast of innovative techniques in custodial operations.
- \_\_\_\_\_ 27. Respond to afterhours emergencies as needed.
- \_\_\_\_\_ 28. Perform other duties as assigned by supervisor.
- \_\_\_\_\_ 29. Maintain confidentiality of information.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Supervisory Responsibilities**

\_\_\_\_ 30. Supervise and evaluate performance of head custodians, grounds supervisors, and support staff assigned to the custodial department.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What strengths does \_\_\_\_\_ possess?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are some improvements \_\_\_\_\_ can make to ensure a higher degree of success?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summative Conference Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

