

**ELECTRICAL MAINTENANCE/CAFETERIA EQUIPMENT COORDINATOR  
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**

**Maintenance and Repair**

- \_\_\_\_\_ 1. Installs and repairs wiring, electrical fixtures, power equipment, and components of machinery and equipment following electrical code, manuals, specifications, schematics, and blueprints.
- \_\_\_\_\_ 2. Installs and repairs control and distribution apparatus, including motors, relays, switches, thermostats, circuit-breaker panels, etc.
- \_\_\_\_\_ 3. Installs and connects power supply wiring, cables, conduit, and electrical apparatus for machines and equipment in new and existing facilities following diagrams, schematics, or blueprints.
- \_\_\_\_\_ 4. Diagnoses and resolves problems in electrical circuits, systems, and equipment using testing instruments and equipment.
- \_\_\_\_\_ 5. Tests continuity of circuits to ensure compatibility and safety of components using testing instruments.
- \_\_\_\_\_ 6. Measures, cuts, bends, threads, assembles, and installs electrical conduit using rulers, measuring devices, hand tools, pipe threader, and conduit bender.
- \_\_\_\_\_ 7. Repairs or recommends replacement of electrical appliances, including commercial ovens, ranges, steam tables, washers, dryers, etc.

- \_\_\_\_ 8. Receives and completes work orders as required by Maintenance Department Policies and Procedures.
- \_\_\_\_ 9. Selects material and hardware and makes time and materials estimates.
- \_\_\_\_ 10. Maintains accurate records on material and labor used as required by Maintenance Department policies and procedures.
- \_\_\_\_ 11. Maintains inventory of district-owned tools, equipment, and materials.
- \_\_\_\_ 12. Inspects jobs upon completion and ensures areas are clean.
- \_\_\_\_ 13. Works with building principals and supervisors to complete projects.
- \_\_\_\_ 14. Detects needed repairs on buildings, grounds, and equipment following established inspection procedures.
- \_\_\_\_ 15. Responds to emergency calls as needed.

**COMMENTS:**

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**Driving**

- \_\_\_\_ 16. Operates light truck.

**COMMENTS:**

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**Safety**

- \_\_\_\_ 17. Instructs assigned personnel on proper and safe use of tools and equipment.
- \_\_\_\_ 18. Operates tools, equipment, and machinery according to prescribed safety procedures.
- \_\_\_\_ 19. Follows established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- \_\_\_\_ 20. Ensures that vehicles, equipment, and tools are in safe operating condition.
- \_\_\_\_ 21. Inspects and adjusts tools and equipment for safety and efficiency.
- \_\_\_\_ 22. Corrects unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.

**COMMENTS:**

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**Other**

- \_\_\_\_ 23. Follows School Board and Maintenance Department policies and procedures.
- \_\_\_\_ 24. Performs other duties as assigned by supervisor.
- \_\_\_\_ 25. Maintains confidentiality of information.

**COMMENTS:**

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**Supervisor Responsibilities**

- \_\_\_\_ 26. Reviews and recommends the hiring and firing of electrical tradesmen and support staff assigned to the Electrical Maintenance Department.
- \_\_\_\_ 27. Regularly completes inspections and reviews performance of each site; provides assistance to managers as needed.
- \_\_\_\_ 28. Tracks maintenance and repairs of food service equipment in tracking software.

**COMMENTS:**

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**Budget and Inventory**

- \_\_\_\_ 29. Assists with preparation and administration of program budget for cafeteria equipment.
- \_\_\_\_ 30. Assists in facility planning and equipment specification and selection.
- \_\_\_\_ 31. Assists with the evaluation of formal bids and makes recommendations for the awarding kitchen equipment contracts for school board approval.

**COMMENTS:**

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**Safety and Sanitation**

- \_\_\_\_ 32. Ensures cafeterias maintain a safe work environment and reports unsafe working conditions.
- \_\_\_\_ 33. Ensures all equipment is in good working order. Recommends replacement as needed.
- \_\_\_\_ 34. Follows district safety protocols and emergency procedures.

**COMMENTS:**

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**Other**

- \_\_\_\_ 35. Compiles, maintains, and files all reports, records, and other documents required.
- \_\_\_\_ 36. Maintains confidentiality of information.
- \_\_\_\_ 37. Performs all other tasks and duties as assigned.

**COMMENTS:**

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

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What are some improvements \_\_\_\_\_ can make to ensure a higher degree of success for students on this campus/department?

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Summative Conference Comments:

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**Recommendation of Evaluator:** I have read and received a copy of this evaluation. I have reviewed this instrument.

\_\_\_ Renewal and/or Extension of Assignment

\_\_\_ Non-renewal of Assignment

\_\_\_ Termination of Assignment

\_\_\_ Non-extension of Assignment

\_\_\_\_\_  
Administrator (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date