

**HEAD CUSTODIAN
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

Custodial Management

- ____ 1. Directs and monitors the work of custodians at assigned campus.
- ____ 2. Helps screen, select, and train custodians.
- ____ 3. Directs and assists in setting up facilities for special events.
- ____ 4. Assists the Custodial Coordinator on a regular basis in evaluating the performance of the custodial staff.

COMMENTS: _____

Cleaning

- ____ 5. Implements and maintains established cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.
- ____ 6. Keeps school building and grounds, including sidewalks, driveways, parking lots, and play areas, neat and clean.

- ____7. Complies with local laws and procedures for storage and disposal of trash.
- ____8. Maintains an inventory of cleaning supplies and equipment and orders additional supplies as needed.

COMMENTS: _____

Maintenance and Repair

- ____9. Assists with lunchroom set up, including arranging tables and chairs.
- ____10. Regulates heat, ventilation, and air conditioning systems to provide appropriate temperatures and ensures economical usage of fuel, water, and electricity.
- ____11. Makes minor building repairs as needed and reports major repair needs to principal.
- ____12. Moves furniture or equipment within building as directed by supervisor.

COMMENTS: _____

Safety

- ____13. Assumes responsibility for opening and closing building each school day.
- ____14. Oversees procedures for locking, checking, and safeguarding facilities.
- ____15. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during hours of building occupancy.
- ____16. Inspects machines and equipment for safety and efficiency.
- ____17. Operates tools and equipment according to established safety procedures.
- ____18. Follows established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- ____19. Corrects unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.

COMMENTS: _____

Other

- ____20. Performs other duties assigned by supervisor.
- ____21. Maintains confidentiality of information.

COMMENTS: _____

Supervisory Responsibilities

____22. Monitors and directs the work of custodians.

COMMENTS: _____

What strengths does _____ possess?

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

Summative Conference Comments:

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