

EVALUATION INSTRUMENT FOR CLASSIFIED STAFF

V. Specific Job Expectations - Custodian
Performance Indicators:

A. Care of Building and Grounds

a. Exterior:

◆ Keeps building and premises (sidewalks, driveways, lawn) neat, clean and free of trash/debris

Meets Expectations	Needs Improvement	Not Applicable
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◆ Keeps steps, sidewalks, etc., free of snow/ice/debris

Meets Expectations	Needs Improvement	Not Applicable
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Comments _____

b. Interior:

◆ Sweeps/vacuums, dusts, and/or mops assigned areas as scheduled:

Check Areas of Responsibility:

Classrooms	Office Areas
Forum	Gym
Corridors	Library
Cafeteria	Auditorium

Other:

Meets Expectations	Needs Improvement	Not Applicable
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◆ Cleans water fountain(s) as assigned on schedule

Meets Expectations	Needs Improvement	Not Applicable
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◆ Cleans restrooms, fixtures, floor, etc., as assigned on schedule

Meets Expectations	Needs Improvement	Not Applicable
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◆ Cleans glass throughout building as assigned on schedule
 (for example: glass in doors - daily)

Meets Expectations	Needs Improvement	Not Applicable
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EVALUATION INSTRUMENT FOR CLASSIFIED STAFF (CONTINUED)

Custodian:

- ◆ Replaces light bulbs as needed (including EXIT lights)

Meets Expectations	Needs Improvement	Not Applicable
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- ◆ Changes filters in HVAC units as scheduled

Meets Expectations	Needs Improvement	Not Applicable
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- ◆ Removes all waste materials daily from building

Meets Expectations	Needs Improvement	Not Applicable
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- ◆ Keeps an inventory of supplies, equipment and fuel on hand. Submits requisitions for replacements and does not order excessively

Meets Expectations	Needs Improvement	Not Applicable
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Comments _____

B. Security/Building Checks

- ◆ Checks fire extinguisher and emergency/exit lights monthly and submits required report

Meets Expectations	Needs Improvement	Not Applicable
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- ◆ Checks building on weekends/holidays as assigned on schedule (heat, freezers, water leaks, outside lighting, etc.)

Meets Expectations	Needs Improvement	Not Applicable
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- ◆ Reports any property damage to the principal

Meets Expectations	Needs Improvement	Not Applicable
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- ◆ Assumes responsibility for opening/closing building, shutting windows, securing doors, and turning lights off

Meets Expectations	Needs Improvement	Not Applicable
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Comments _____

EVALUATION INSTRUMENT FOR CLASSIFIED STAFF (CONTINUED)

Custodian:

C. Summer Cleaning

- ◆ Conducts summer intensive/extensive cleaning of building

Meets Expectations	Needs Improvement	Not Applicable
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Comments _____

D. Safety/Environment

- ◆ Keeps work area clean, orderly, and in safe condition

Meets Expectations	Needs Improvement	Not Applicable
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- ◆ Posts “wet floor” signs or blocks off areas when wet

Meets Expectations	Needs Improvement	Not Applicable
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- ◆ Reads labels, material data safety sheets, and follows all manufacturers directions

Meets Expectations	Needs Improvement	Not Applicable
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- ◆ Keeps all chemical containers properly labeled

Meets Expectations	Needs Improvement	Not Applicable
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- ◆ Inspects work equipment cords, plugs, cleanliness for safety

Meets Expectations	Needs Improvement	Not Applicable
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- ◆ Wears safety glasses (mowing, weed eating, around chemicals, and in dusty environment)

Meets Expectations	Needs Improvement	Not Applicable
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- ◆ Wears back support belt when lifting

Meets Expectations	Needs Improvement	Not Applicable
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- ◆ Uses safety ladders when needed

Meets Expectations	Needs Improvement	Not Applicable
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Comments _____

ADOPTED: August 13, 2001