

DIXON PUBLIC SCHOOLS #170

"A Place to Grow"

Maintenance/Custodial Evaluation Instrument

Maintenance/Custodian Name _____

Building _____

School Year _____

Date _____

The rating is selected to demonstrate an overall perception of the Maintenance/Custodial performance. The review meeting between the administrator and Maintenance/Custodian will include dialogue regarding the varying degrees of performance within each area in this evaluation form. The following guide should be used when selecting a rating for each function under the specific standard. If a function does not apply to the position, please select "N/A" next to the performance factor.

Does Not Meet District Standards – Performance is poor. Behavior on this function is clearly below the level of acceptability. Improvement is mandatory and should be immediate. **The evaluator must cite specific behaviors on the part of the Maintenance/Custodian that illustrate the deficiency. ** Will receive a rating of (2).

Needs Improvement – Performance is inconsistent and not dependable. A rating of (3) shows the employee has the ability to complete the task, but does so infrequently and needs to do it consistently without being told. A rating of (4) means some but not all levels of performance meet the expectations. The majority of times the employee completes the task but occasionally may skip completion of set task. **The evaluator should specify the performance standard(s) in which improvement is needed and the means by which that improvement will be measured.

Meets District Standards – Performance is consistently competent and dependable. In terms of this function, behavior is fully satisfactory and sufficient. A rating of (5) demonstrates the minimum level of performance expected. A rating of (6) demonstrates the employee has shown consistent, dependable performance of the task and frequently goes above expected performance levels. A rating of (7) shows the employee is knowledgeable, dependable, and has a consistent level of completion of tasks.

Exceeds District Standards – A rating of (8) demonstrates the employee goes above and beyond without asking, identifies need, completes task at a very high level; proficient at every level of task. A rating of (9) shows the employee is a true leader in every sense of the word, performance is very valuable to the district and should be commended for their efforts.

Not Applicable – The function does not apply to the position being evaluated. **Place a (1) in the box. **

ADAPTABILITY	Rating 2	Rating 3-4	Rating 5-6-7	Rating 8-9	Rating 1	
FUNCTIONS:	Does Not Meet District Standards	Needs Improvement	Meets District Standards	Exceeds District Standards	Not Applicable	Total
1. Attitude towards job						
2. Adjusts to working conditions						
3. Applies self to job						
4. Decisive, requires a minimum amount of supervision						
5. Is helpful, kind, and respectful with students, colleagues, supervisor						
6. Demonstrates positive communication with other staff/listens to issues/problems						
7. Able to work both independently and collaboratively						
8. Conserves materials						
9. Resourceful						
10. Cooperates with supervisor						
11. Understands and follows directions						
12. Demonstrates a change in action/behavior after directives are provided						
13. Uses correct chain of command when work issues arise						
14. Presents ideas effectively						
15. Uses appropriate language						
16. Responds to voice mail and e-mail promptly						
17. Writes understandably						
Overall Rating on Adaptability						
Adaptability Summary:						

USE OF KNOWLEDGE & SKILLS	Rating 2	Rating 3-4	Rating 5-6-7	Rating 8-9	Rating 1	
FUNCTIONS:	Does Not Meet District Standards	Needs Improvement	Meets District Standards	Exceeds District Standards	Not Applicable	Total
Custodian						
1. Custodian, cleans flooring and carpeting						
2. Custodian, cleans windows/sills/doors						
3. Custodian, cleans desks, furniture						
4. Custodian, stocks toilet paper & towel dispenser						
5. Custodian, cleans restroom partitions/walls						
6. Custodian, empties restroom waste baskets						
7. Custodian, cleans restroom mirrors/wall by lavatories						
8. Custodian, cleans kitchens/cafeteria						
9. Custodian, performs summer classroom cleaning						
10. Custodian, uses right tool for the job.						
11. Custodian, helps set up and tear down events						
Overall Rating on Custodian Knowledge & Skills						
Maintenance						
1. Maintenance, performs plumbing repairs						
2. Maintenance, performs electric repairs						
3. Maintenance, performs HVAC repairs						
4. Maintenance, performs General Carpentry						

5. Maintenance, performs concrete work						
6. Maintenance, performs finishes; painting, plastering, taping						
Overall Rating on Maintenance Knowledge & Skills						
Use of Knowledge & Skills Summary:						

QUALITY OF WORK	Rating 2	Rating 3-4	Rating 5-6-7	Rating 8-9	Rating 1	
FUNCTIONS:	Does Not Meet District Standards	Needs Improvement	Meets District Standards	Exceeds District Standards	Not Applicable	Total
1. Accurate work/follows set standards						
2. Thorough/completes entire task						
3. Completes routine job responsibilities in a timely fashion						
4. Has ability to work under short timelines or pressure situations						
5. Volunteers for additional work/assignments						
6. Loyal to school system						
7. Projects professionalism in manner and dress						
8. Research and evaluates existing and new technology to better achieve district goals.						
Overall Rating on Quality of Performance						
Quality of Work Summary:						

SAFETY/SECURITY	Rating 2	Rating 3-4	Rating 5-6-7	Rating 8-9	Rating 1	
FUNCTIONS:	Does Not Meet District Standards	Needs Improvement	Meets District Standards	Exceeds District Standards	Not Applicable	Total
1. Adheres to all district/building policies, rules, and procedures						
2. Uses Lock out / Tag out appropriately						
3. Uses correct tool to do job						
4. Uses tools / equipment safely						
5. Uses initiative and handles unusual situations effectively						
6. Secures area when task/job completed						
7. Maintains equipment, vehicles, tools adequately						
8. Is proficient using different district equipment						
Overall Rating on Safety / Security						
Safety / Security Summary:						

ATTENDANCE	Rating 2	Rating 3-4	Rating 5-6-7	Rating 8-9	Rating 1	
FUNCTIONS:	Does Not Meet District Standards	Needs Improvement	Meets District Standards	Exceeds District Standards	Not Applicable	Total
1. On time for assignments/duties/meetings						
2. At work on a consistent and reliable basis/dependable						
3. Others can and do rely upon employee						
4. Remains at work or in assignment/duty for expected period of time						
5. Seeks prior approval for absences as necessary						
6. Tries to schedule appointments outside the work day						
Overall Rating on Attendance						
Attendance Summary:						
Summary of Overall Ratings						

Attendance:

_____ Professional Development Days

_____ Sick Days

_____ Personal Days

Evaluator's Signature

Date

Employee's Signature

Date

The signature of the employee shall not indicate agreement with the written evaluation, but rather shall indicate that the conference and discussion have been held and that the employee has received a copy of the evaluation.

An employee has the right to attach a written statement to this evaluation if she/he does not agree with the contents and both the evaluation and the written statement shall be placed in the employee's personnel file.