

CUSTODIAL EVALUATION

NAME _____ POSITION _____

SCHOOL _____

	Superior	Above Standard	At Standard	Needs Improvement	Unsatisfactory	Not Applicable
A. PERSONAL QUALITIES						
1. <u>Personal Appearance</u> : Shows care in personal appearance and grooming. Wears appropriate clothing and presents professional appearance.						
2. <u>Health</u> : Is physically able to perform assigned duties.						
3. <u>Enthusiasm</u> : Demonstrates a high degree of genuine interest on the job.						
4. <u>Tact</u> : Knows what to do at the right time; maintains good working relationships without arousing resentment. Does not complain, gossip, or cause dissension.						
5. <u>Ability to Meet People</u> : Is courteous and pleasant with students, parents, faculty, and guests.						
6. <u>Relationship With Other Staff Members</u> : Works well, with principal, teachers, students, cafeteria, employees, and supervisors; shares ideas, and is open to suggestions						
7. <u>Initiative</u> : Accepts responsibility and works well with a minimum amount of supervision.						
8. <u>Punctuality</u> : Is prompt at arriving at work and is considerate of the time schedule of others. Completes assigned duties on schedule.						
9. <u>Dependability</u> : Listens carefully, follows instructions, willingly accepts and carries out responsibilities.						
10. <u>Attendance</u> : Works with a minimum number of absences.						
11. <u>Job Commitment</u> : Works to support and understand school personnel and programs. Follows school policies and procedures.						

COMMENTS: _____

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B. PROFESSIONAL QUALITIES						
12. <u>Cooperation</u> : Gives evidence of being a good team worker.						
13. <u>Growth</u> : Is continuously growing through participation in on-the-job training and staff development opportunities.						
14. <u>Commitment</u> : Demonstrates a positive attitude toward, and pride in the position.						

COMMENTS: _____

15. <u>Mastery of Job</u> :						
A. Follows directions well; measures correct amount needed for area cleaning						
B. Gathers all equipment and products needed before starting the job.						
C. Finished work is of quality.						
D. Practices economy in use of time, supplies, and equipment.						
E. Maintains storage area(s) in a sanitary and organized way.						
F. Asks questions when directions or procedures are not understood.						
G. Practices inventory procedures and the importance of not overstocking.						
H. Is safety conscious.						
I. Follows work schedule.						
J. Follows special cleaning schedule.						
K. Keeps supervisor informed of equipment problems, needed supplies, and other difficulties.						
L. Has the ability to produce and work with speed. Is calm at rush periods and works well under stress.						

COMMENTS: _____

Evaluator's Summary Comments: _____

Employee's Reaction to Evaluation: _____

Evaluator's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____