Epping School District
Custodian Evaluation

Custodian: _____ **Date:** _____ **School:** _____

Evaluator: _____

Definition of Ratings:

Exceeds Standard	Meets	Needs Improvement *	Does not meet standard *
The "exceeds standard" level is reserved for truly exceptional performance.	**Independently performs assigned duties at an expected level.**	**The" needs improvement" level is indicative of performance that clearly needs to change.**	**This rating denotes unacceptable performance that will result in job action if it does not improve.**

- **Written comments must be submitted for any area marked "Needs Improvement" and/or "Does not meet standard"**

Exceeds Standard	Meets	Knowledge of Job Proficient Defined	Needs Improvement	Does Not Meet Standard
		Performs the essential functions of the job as outlined in the employee's job description.		
		Produces high quality results in work assignments.		
		Utilizes available resources to achieve job results.		
		Understands, applies and adheres to District and custodial policies, procedures and work rules.		

Comments:

Exceeds Standard	Meets	Initiative and Professionalism Proficient Defined	Needs Improvement	Does Not Meet Standard
		Arrives to work on time and is prudent in use of leave and adheres to leave policies.		
		Interacts with others in an ethical and professional manner.		
		Maintains cooperative and effective working relationships with others.		
		Attends and participates in training activities.		
		Responds confidently to the demands of work when confronted with change, adversity or other challenges		
		Positively represents the District; exhibits professional demeanor, including appropriate dress, grooming, hygiene and language.		
		Follows safe work practices and promptly reports safety hazards.		

Comments:

Exceeds Standard	Meets	Task and Time Management Proficient Defined	Needs Improvement	Does Not Meet Standard
		Manages and prioritizes time and resources in order to successfully complete area assignments on time.		
		Minimizes the development of crisis.		
		Performs work-related activities efficiently with limited supervision.		

Comments:

Exceeds Standard	Meets	Equipment Use and Care Proficient Defined	Needs Improvement	Does Not Meet Standard
		Operates equipment safely.		
		Uses equipment suitable for job being performed.		
		Monitors equipment operation and reports malfunctions.		

Comments:

Exceeds Standard	Meets	Customer Service Proficient Defined	Needs Improvement	Does Not Meet Standard
		Works to maintain a pleasant environment for staff, students and visitors.		
		Anticipates staff/student needs and takes a proactive approach towards staff with regard to custodial services.		
		Shares positive and negative feedback with facilities director.		
		Recommends appropriate service modifications in response to negative feedback.		
		Gives a high priority to customer satisfaction overall (availability, responsiveness and timeliness).		
		Maintains composure, demonstrates constraints and self-control in difficult situations.		

Comments:

Note to Staff Member: This report was prepared and discussed with you to keep you informed of your supervisor's appraisal of your work. We ask you to sign this form which indicates that you have read it, though you may or may not agree with the content, and that you understand what is says. The space below is provided for any written comments that you may wish to make. You may respond in more detail if you wish and the response will be attached to this form. Original copy of this report is to be filed in employee's personnel file. One copy must be given to the employee and one copy must be given to the evaluator.

Signature of Employee: _____ Date: _____

Signature of Evaluator: _____ Date: _____

Approved: May 21, 2015

Employee's Comments:

Approved: May 21, 2015