

UNION COUNTY EDUCATIONAL SERVICES COMMISSION

ANNUAL EVALUATION FOR CUSTODIANS

2022-2023 SCHOOL YEAR

NAME:

DATE:

SCHOOL/PROGRAM:

SUPERVISOR:

Exemplary: A person who continually exceeds requirements and expectations; one who excels in most aspects of performance.

Good: A person who consistently meets requirements and expectations; one who excels in one or more areas of performance.

Needs Improvement: A person who inconsistently meets requirements and expectations; one who has areas of performance that require improvement.

Unsatisfactory: A person whose performance is notably below job requirements and expectations; significant improvement to performance is required.

NA: Not applicable

I. WORK HABITS	Exemplary	Good	Needs Improvement	Unsatisfactory	NA
1. Is punctual and signs in/out daily					
2. Works steadily until end of shift and completes tasks in a timely manner					
3. Shows initiative					
4. Uses good judgment in doing his /her work					
5. Accepts change in routine and can adjust to new initiatives					
6. Uses proper equipment suited for the job					
7. Takes appropriate safety precautions when doing his/her work					
8. Takes care of Commission tools and property					
9. Completes each job thoroughly					
10. Reports for snow duty as required					

I. WORK HABITS con't.	Exemplary	Good	Needs Improvement	Unsatisfactory	NA
11. Cooperates with administration					
12. Cooperates with staff					
13. Cooperates with community groups					
14. Works as a team with other custodians					
15. Initiates work orders as needed in consultation with supervisor					
16. Reports absences to substitute caller and submits paperwork to supervisor					
17. Completes time sheet accurately and submits to supervisor on time					
18. Attends appropriate staff development related to job responsibilities					

II. RESPONSIBILITIES	Exemplary	Good	Needs Improvement	Unsatisfactory	NA
A. Cleanliness					
1. Assigned areas are consistently well cleaned					
2. Takes initiative in cleaning other areas as needed					
3. Maintains equipment, supplies, and material inventory					
4. Completes daily duties					
B. Security					
1. Locks windows and doors nightly					
2. Reports/removes fire hazards from building					
3. Turns off building lights as appropriate					
4. Knows and follows basic school procedures for emergency and fire drills					
5. Reports all improper use of facilities and acts of vandalism					
C. Repairs					
1. Reports and makes necessary emergency repairs until situation is corrected					
2. Knows how to make basic repairs					

III. OPERATIONS	Exemplary	Good	Needs Improvement	Unsatisfactory	NA
1. Maintains appropriate room temperature within limits of controls					
2. Operates boiler and HVAC according to code					
3. Keeps boiler room clean and organized					
4. Uses supplies efficiently					
5. Assists with electric and heat conservation					
6. Cleans unit ventilators and changes filters as needed					
7. Evaluates building needs and orders supplies					

IV. ATTENDANCE

Absences as of May 1, 2023	
Personal Illness	
Personal	
Family Illness	
Vacation	

V. COMMENTS BY EVALUATOR:

VI. COMMENTS BY EMPLOYEE:

Post conference held on: _____

Staff Member's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

I have read this document and understand a copy will be placed in my personnel file.

Signature implies only that the staff member has read this document.