

Name:	School:	Date:
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Purpose:

The general purpose of the performance evaluation is to encourage and support overall performance growth. Feedback and guidance is provided informally on a regular basis through communication among the Principal, Supervisor of Maintenance, and Custodian.

The specific purposes of the performance evaluation are as follows:

- Improve the custodian's performance.
- Identify and recognize strengths.
- Identify and recommend aspects of performance requiring improvements.
- Provide for accountability.
- Provide a basis for future recommendations.

Procedure:

- Regular employees and contractors: The Principal with assistance from the Maintenance supervisor shall complete a summative evaluation once every three years. Additional evaluations may take place on a more frequent basis as deemed appropriate by the Supervisor of Maintenance and/or principal.
- Probationary employees: New employees will be evaluated at least once during the probationary period.
- All evaluation reports will be placed in the employees file.
- Upon completion of the evaluation, ratings and comments will be discussed with the employee before being signed and dated by both the employee and the principal.
- If recommendations for improvement are made, Principals will monitor the progress made by the Custodian. Improvements will be acknowledged in writing and forwarded by the Principal to the Supervisor of Maintenance for placement in the Custodian's personnel file. The Supervisor of Maintenance and Superintendent/CEO will be responsible for follow up with those employees who fail to meet the performance requirements.

EXPECTED COMPETENCIES	1 Inappropriate or Absence of...	2 Progressing Towards Meeting Expected Competencies	3 Meets expected competencies	4 Often exceeds expected competencies	5 Always exceeds expected competencies	N/A Not-Applicable
<p>Key responsibilities / duties</p> <ul style="list-style-type: none"> ▪ Participates in and is responsible for the cleaning, care, and maintenance of the building. ▪ Fulfills responsibilities for the operation and surveillance by periodic checks, makes minor adjustments as required and reports concerns to the principal or Maintenance supervisor. ▪ Performs minor repairs and maintenance duties not requiring the services of journeymen and possesses the knowledge and skills to use simple hand tools. ▪ Carries out the responsibilities for the organization and supervision of subordinate custodial staff and generally ensures the cleanliness of the buildings and grounds. ▪ Ensures that the mechanical plant is cleaned, operated, and maintained in accordance with all applicable regulations and reports shortcomings appropriately. ▪ Takes all reasonable precautions to ensure the security and safekeeping of the buildings and contents and for the safety of the occupants. 						
<p>Comments:</p>						

EXPECTED COMPETENCIES	1 Inappropriate or Absence of...	2 Progressing Towards Meeting Expected Competencies	3 Meets expected competencies	4 Often exceeds expected competencies	5 Always exceeds expected competencies	N/A Not-Applicable
<p>Specific duties – Daily</p> <ul style="list-style-type: none"> ▪ Dust and dry-mop all floors including gymnasium. ▪ Dust and dry-mop hallways three times per day. ▪ Dust all blackboard ledges, desks, tables, chairs, and counter tops. ▪ Disinfect and clean all washroom floors, basins, toilets, urinals, bathroom fixtures, mirrors, and drinking fountains twice per day. ▪ Raise and lower the flag. ▪ Clean the sidewalks (to concrete). ▪ Clean any marks on walls and wash as required. ▪ Clean and wipe the shoe rack. ▪ Wash the hallway floors as necessary. ▪ Empty all trashcans and wash out as required. ▪ Do minor repairs to hardware and equipment as necessary. ▪ Carpets completely vacuumed and all spots removed. ▪ Dust hardwood floors. ▪ Check and refill all soap, hand towels, and toilet paper dispensers. ▪ Clean glass in main entrances. ▪ Checking and replacing burnt fluorescent bulbs. ▪ Wash desks in classrooms. 						
<p>Comments:</p>						

EXPECTED COMPETENCIES	1 Inappropriate or Absence of...	2 Progressing Towards Meeting Expected Competencies	3 Meets expected competencies	4 Often exceeds expected competencies	5 Always exceeds expected competencies	N/A Not-Applicable
<p>Specific duties – Weekly</p> <ul style="list-style-type: none"> ▪ Scrub toilet bowls and urinals. ▪ Wash stall partitions (bathrooms). ▪ Dust fixtures. ▪ Wash inside and outsides of doors. ▪ Dust venetian blinds. ▪ Wash floors weekly and apply floor finish as necessary. ▪ Tighten and check all hardware on doors. ▪ Check all playground equipment and make minor repairs. ▪ Record water meter reading each Monday morning. 						
<p>Comments:</p>						

EXPECTED COMPETENCIES	1 Inappropriate or Absence of...	2 Progressing Towards Meeting Expected Competencies	3 Meets expected competencies	4 Often exceeds expected competencies	5 Always exceeds expected competencies	N/A Not-Applicable
<p>Specific duties – Summer</p> <ul style="list-style-type: none"> ▪ Consult with the Supervisor of Maintenance regarding floor stripping and waxing requirements. ▪ Shampoo all carpets. ▪ Thorough cleaning of all light fixtures and window blinds. ▪ Dust and wash lockers. ▪ Inspect and make minor repair to all doors, table legs and desks. ▪ Provide complete cleaning of Industrial Shops area (twice per year). 						
<p>Comments:</p>						

EXPECTED COMPETENCIES	1 Inappropriate or Absence of...	2 Progressing Towards Meeting Expected Competencies	3 Meets expected competencies	4 Often exceeds expected competencies	5 Always exceeds expected competencies	N/A Not-Applicable
<p>Other duties</p> <ul style="list-style-type: none"> ▪ Attend and check building /yards on Halloween from 4:00 pm to 1:00am. ▪ Provide a weekly check of playground equipment and other equipment for safety and provide a monthly written report to the Supervisor of Maintenance. ▪ Monthly check of safety equipment including fire alarms and emergency lights and provide a monthly written report to the Supervisor of Maintenance. ▪ Report any vandalism. ▪ Move chairs and/or furnishings to accommodate school activities. ▪ Assist Divisional maintenance workers as required. ▪ Provide access to trades people and assist if necessary. ▪ Inform Divisional Administration of malfunctioning equipment, suspected problems, and potential problem areas immediately. ▪ Attend WHS meetings at school 						
Comments:						

EXPECTED COMPETENCIES	1 Inappropriate or Absence of...	2 Progressing Towards Meeting Expected Competencies	3 Meets expected competencies	4 Often exceeds expected competencies	5 Always exceeds expected competencies	N/A Not-Applicable
Interpersonal Skills (Students) <ul style="list-style-type: none"> • Develops and maintains positive, appropriate relationships. • Recognizes the emotional state of the student. • Communicates effectively and appropriately. • Models appropriate behaviour. 						
Interpersonal Skills (Staff) <ul style="list-style-type: none"> • Develops and maintains collegial relationship with all staff members. • Communicates effectively and appropriately. • Motivated to solve interpersonal problems. 						
Comments:						

EXPECTED COMPETENCIES	1 Inappropriate or Absence of...	2 Progressing Towards Meeting Expected Competencies	3 Meets expected competencies	4 Often exceeds expected competencies	5 Always exceeds expected competencies	N/A Not-Applicable
<p>Work Ethic</p> <ul style="list-style-type: none"> • Punctual • Honest and dependable, self-disciplined • Demonstrates positive attitude. • Demonstrates time management, stress management and ability to deal with change. • Accepts diversity and treats everyone with respect. • Performs other duties as assigned that can occur. <p>Confidentiality</p> <ul style="list-style-type: none"> • Aware of the need for and maintains confidentiality at all times 						
<p>Comments:</p>						

Any areas that are ranked at “1 – Inappropriate or Absence of . . .” require a plan of action to remediate. After a probationary period of two months, re-evaluation will occur to ensure the desired improvements are evident.

Plan of Action (list goals and objectives to be addressed and note timeline for action):

[Empty grey box]

Re-evaluation Date: n/a

General Summary

[Empty box for general summary]

Employee's comments

I have read this report and discussed it with my supervisor. I have received a copy.

Custodian

Principal

Date

Date



The purposes of performance evaluations are:

- ◆ Improving the custodian's performance;
- ◆ Identifying and recognizing strengths;
- ◆ Identifying and recommending aspects of performance requiring improvements;
- ◆ Provide for accountability; and,
- ◆ Provide a basis for future recommendations.

I. Procedures (Summative)

1. The evaluation of the custodian will be conducted by the Principal. The maintenance supervisor will provide some of the information that will serve as the basis of the evaluation.
2. Prior to completing the custodian evaluation form, the principal will discuss all the pertinent categories on the form and should make the appropriate direct observations, and/or gather data, as necessary. The principal, Supervisor of Maintenance and custodian may agree to add additional categories given the variation of duties in different schools.
3. Upon completion of the evaluation, ratings and comments will be discussed with the custodian by the principal. This will be done in the presence of the custodian.
4. Upon review by the custodian, the form should be signed by all parties. The signature of the custodian indicates that the form was received and discussed. It does not necessarily imply agreement with the ratings or comments.
5. A copy of the formal evaluation is to be retained by the custodian and the original forwarded to the Supervisor of Maintenance for information and placement in the personnel file/contactor file of the custodian. The comments and recommendations made on the form or in the evaluation discussion will be treated as confidential personnel matters. Custodians who choose to respond to the evaluation ratings or comments may submit letters to the Supervisor of Maintenance. Such letters will be attached to the evaluation forms and placed in the individual's respective personnel file.
6. When appropriate, the Principal will monitor the progress made by the custodian in following recommendations regarding needed improvements in practice. Improvements will be acknowledged in writing and will be forwarded by the Principal to the Supervisor of Maintenance who will place the document in the custodian's respective personnel files. Failure by a custodian to meet the performance expectations set by the Supervisor of Maintenance shall be referred to the Superintendent/CEO for action.
7. The normal probationary period for newly hired CUPE staff is six months. An informal evaluation will be completed during the probationary period for each custodian with a formal written evaluation provided to the employee in the third month of the probationary period.



8. The formal summative evaluation process will occur during the probation period and thereafter annually or sooner depending on individual circumstances. The evaluation during probation period will recommend continued employment for the term of the conditions of employment, a possible extension of the probationary period, or will recommend termination.
9. A yearly summative evaluation will be completed for all custodians by May 30th.
10. The supervision process for custodians shall provide a minimum of one formal summative evaluation report during the first year of employment in a school, one in the second year, and at least one formal evaluation every three years thereafter.