

HEAD CUSTODIAN - EVALUATION

NAME _____

Superior---5

DATE _____, 19__

Good-----4

Average----3

Fair-----2

Poor-----1

1. Manage Custodial Staff

- _____ a. Assign custodial staff to maintenance and cleaning tasks according to district policy and support staff contract.
- _____ b. Assign according to policy and support staff contract substitute custodians as needed and keep appropriate records.
- _____ c. Assist district administrator in hiring new custodians.
- _____ d. Conduct annually individual meetings with each custodian to review performance and submit written evaluations to the district administrator.

2. Maintain Buildings and Grounds

- _____ a. Examine school buildings and grounds on a regular basis for needed repairs and maintenance.
- _____ b. Supervise privately contracted workers doing maintenance and repair work.

3. Maintain Safe and Hazard Free Conditions

- _____ a. Serve as the district safety coordinator.
- _____ b. Attend workshops and seminars on safety-related topics including asbestos and chemical storage and handling.
- _____ c. Keep asbestos management, underground storage tank monitoring, hazardous materials disposal, and boiler repair records.

4. Budget and Payroll

- _____ a. Establish and recommend priorities an repair projects and estimate costs of repair projects in terms of labor and material.
- _____ b. Prepare and submit annually to the district administrator a preliminary maintenance and operation budgets.
- _____ c. Review invoices monthly with bookkeeper.
- _____ d. Prepare payroll data semimonthly and submit to bookkeeper.
- _____ e. Assist district administrator in preparing bid specifications and purchase orders related to maintenance and operations.

5. Other Responsibilities

- _____ a. Advise the district administrator regarding school closings due to inclement weather.
- _____ b. Suggest to the district administrator ways to economize and improve maintenance and operations wherever appropriate.
- _____ c. Perform other duties as required.

_____ Total Points Overall Performance Rating _____

Employee

Date _____

District Administrator

Date _____

The employee's signature only indicates that s/he has read the above evaluation and does not necessarily mean that s/he is in agreement with the evaluation. Employees are invited to attach any additional comments to this evaluation.