

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
EMPLOYEE EVALUATION FORM**

Job Description #1400-0435
Class III – Building Custodian – Limited Duties

NAME _____

BUILDING _____ ANNIVERSARY DATE _____

TYPE OF EVALUATION

PROBATIONAL ADDITIONAL ANNUAL

PERFORMANCE LEVEL INDICATION KEY

- SCALE THE EMPLOYEE’S PERFORMANCE HAS:**
- + Exceeded or met the expectations for this position.
 - 0 Employee’s performance does not meet expectations for this position.

For those areas rated “0”, the employee shall develop a plan to bring performance to an acceptable level. The supervisor is available for assistance in the development of the plan.

ESSENTIAL SKILLS

- _____ Dry and wet mop floors in classrooms and hallways.
- _____ Clean and vacuum carpeting in rooms and hallways.
- _____ Empty room wastebaskets and deposit refuse in waste receptacle.
- _____ Stock machines and/or towel dispensers.
- _____ Clean blackboards and erasers.
- _____ Clean and scrub walls, water fountains, sinks, bowls, and glass mirrors.
- _____ Clean chair and desktops in classrooms and office areas.
- _____ Be responsible for School Corporation keys and securing building before leaving after each work day.

- _____ **Clean restroom areas as required.**
- _____ **Clean glass in windows both on the inside and outside.**
- _____ **Wash all laundry for physical education and athletic teams.**

SUMMARY RATINGS

- _____ **Accuracy and neatness of work**
- _____ **Amount and performances of work**
- _____ **Attendance and punctuality**
- _____ **Initiative, responsibility**
- _____ **Use of time**
- _____ **Cooperation**
- _____ **Personal relationship**
- _____ **Acceptance of criticism**

SUMMARY COMMENTS

Employee Signature

Evaluator Signature

Date

The signature of the employee does not mean the employee agrees with the evaluation; rather the employee has read the evaluation.