



Amphitheater Public Schools Custodian Evaluation System

NAME: _____

POSITION: _____

SCHOOL/LOCATION: _____

REVIEW DATE: _____

TYPE OF EVALUATION: PROBATIONARY 2 Month ☐ 4 Month ☐ ANNUAL ☐ SPECIAL ☐
WALK THROUGH (first 2 pages) ☐ (by May 15th)

SCALE

0 : Action is required, unacceptable performance, no action despite reminders

1 : Minimal standards met, lacks job knowledge, constant reminders

2 : Knows job expectations, but lacks consistency, room for improvement, reminders needed

3 : Meets all job expectations, clearly understands job scope, minimal supervision needed

4 : Exceeds expectations, full understanding and demonstration of job scope, demonstrates leadership, role/job model

WORK AREAS

WORK AREAS											
Classrooms						Restrooms/Nurse's Office/Training Rooms/ Gymnasiums/Locker Rooms					
➤ Empty Trash, Clean Trash Can as Needed						➤ Empty Trash & Sanitary Napkin Disposal Cans, (liner changes)					
➤ Clean Glass						➤ Sanitary Napkin Disposal Cans Sanitized Daily					
➤ Dust or Damp-Wipe Horizontal Surfaces						➤ Clean Mirrors					
➤ Sweep, Mop, Vacuum						➤ Dust or Damp-Wipe Horizontal Surfaces					
➤ Clean and Sanitize Student Desks						➤ Sweep, Mop Floors					
➤ Remove Graffiti						➤ Remove Vandalism Damage					
➤ Move Furniture as Needed to Clean						➤ Clean and Sanitize Wall Tile					
➤ Clean Sinks						➤ Clean and Sanitize Partitions					
➤ Clean Doors, Door Frames and Knobs						➤ Clean Urinals, Toilets and Sinks					
➤ Remove Gum, Spot Clean Carpet						➤ Clean and Sanitize Nurse's Cots (dwell time)					
➤ Empty Pencil Sharpeners						➤ Weekly Disinfect with Enzyme Cleaner – Floor Drains, Floors					
➤ Clean White Boards and Trays (as needed or per teacher direction)						➤ Replenish Supplies					
➤ Performs Minor Maintenance Responsibilities						➤ Remove Alkaline/Calcium Build Up					
➤						➤ Performs Minor Maintenance Responsibilities					
Rating for Classrooms						Rating for Restrooms, Gym, etc.					
0	1	2	3	4		0	1	2	3	4	
COMMENTS						COMMENTS					

WORK AREAS (CONTINUED)													
Common Areas (Stairs, Halls, Elevators, Drinking Fountains)						Offices, Meeting Rooms, Teacher Lounges, Library							
➤	Clean Glass /Windows					➤	Empty Shredders & Trash, Clean Trash Can as Needed						
➤	Dust - High Areas (light fixtures, vent covers)					➤	Clean Glass/Windows						
➤	Dust or Damp-Wipe <u>All</u> Exposed Horizontal & Vertical Surface Areas					➤	Dust – High Areas						
➤	Sweep, Mop Floors, Vacuum					➤	Dust, Wet-Wipe Horizontal & Vertical Surfaces						
➤	Clean Doors, Door Knobs, Handles, Push Pads					➤	Dust Shelves						
➤	Clean/Wipe Handrails					➤	Sweep, Mop Floors, Vacuum						
➤	Sanitize Drinking Fountains & Shine Stainless					➤	Clean Sinks						
➤	Performs Minor Maintenance Responsibilities					➤	Clean Phones (unless otherwise directed)						
➤						➤	Clean Tables, Chairs (all parts)						
➤						➤	Disinfect Tables						
➤						➤	Room Set Ups for Events						
➤						➤	Performs Minor Maintenance Responsibilities						
Rating for Common Areas						Rating for Offices, Lounges, etc.							
0	1	2	3	4		0	1	2	3	4			
COMMENTS						COMMENTS							
Lunch Rooms & Cafeterias						Custodial Closet and Storage							
➤	Empty Trash					➤	Sweep and Mop Floor						
➤	Clean and Sanitize Garbage Cans					➤	Clean and Sanitize Sink						
➤	Clean Glass					➤	Clean and Organize Cart						
➤	Dust Cabinets					➤	Clean Equipment						
➤	Scrub Floors/Auto Scrub & Mop Edges					➤	Clean Mop Buckets						
➤	Remove Gum					➤	Label Bottles/Chemicals						
➤	Clean and Disinfect Horizontal Surfaces					➤	MSDS Sheets Visible & Up to Date						
➤	Clean Tables					➤	Dilution Stations Operating Properly						
➤	Stage: Dust Equipment as Needed, Vacuum as Needed					➤	Proper Supplies Stocked						
➤	Room Set Ups for Events					➤	Organized Closet – Supplies, Chemicals						
➤	Performs Minor Maintenance Responsibilities					➤							
Rating for Lunch Rooms						Rating for Custodial Closet & Storage							
0	1	2	3	4		0	1	2	3	4			
COMMENTS						COMMENTS							

		Ratings					
	WORK SAFETY	0	1	2	3	4	COMMENTS
➤	Wears Personal Protective Equipment – Safety Glasses, Gloves, Footwear (as needed)						
➤	Uses Safe Lifting Practices Mechanical Lift Safety/Ladder Safety						
➤	Understands Chemical Labels (MSDS)						
➤	Is Aware of and Takes Precautions for Personal Safety (job surroundings, lighting, communication, etc.)						
➤	Checks Equipment for Proper Operation; Familiarity with New Equipment (read manuals)						
➤	Uses Wet Floor Signs						
➤	Demonstrates Knowledge of Proper Cleaning of Bodily Fluids						
➤	Reports Injuries Per Policy						
➤							
		Ratings					
	CAMPUS SECURITY & ENERGY SAVINGS	0	1	2	3	4	COMMENTS
➤	Walks Perimeter to Check for Vandalism, Breakage, and Security						
➤	Pulls Doors/Gates & Check to Ensure Doors are Latched						
➤	Reports Security & Energy Issues as Needed						
➤	Turns Off Lights						
➤							
		Ratings					
	WORK BEHAVIORS/SKILLS	0	1	2	3	4	COMMENTS
➤	Attendance						
➤	On Time/Punctual						
➤	Attitude/Friendly/Personable <ul style="list-style-type: none"> Interacts positively with students Interacts positively with staff Has and uses good inter-personal skills 						
➤	Communicates Well with Others: <ul style="list-style-type: none"> Team Members Supervisors Staff 						
➤	Follows Written and Verbal Directions						
➤	Proper Attire /Appearance/Wears Uniform						
➤	Mentally and Physically Prepared to Work						
➤	Follows Procedures/Protocols/Policies						
➤	Team Player						
➤	Uses Professional Language & Behavior in the Work Place						

➤	Completes Tasks on Time						
➤	Accepts Changes in Assignments Willingly						
➤	Knows When to Seek Assistance from Supervisor and/or Administration						
➤	Is Resourceful/Can Solve Problems as they Arise						
➤							
		Ratings					
	SUPERVISION (as appropriate)	0	1	2	3	4	COMMENTS
	<i>SUPERVISOR</i>						
➤	Leadership						
➤	Fair and Impartial						
➤	Trains & Instructs Staff						
➤	Addresses Disciplinary Issues						
➤	Conducts Evaluations (as required)						
➤	Completes Assigned Tasks						
➤	Cost Control						
➤	Inventory Control						
➤	Communicates with Administration						
➤							

I certify that my supervisor met with me regarding this evaluation of my performance and I have received a copy of this evaluation.

Employee's Comments:

Employee Signature

Date

EMPLOYMENT RECOMMENDATION

If applicable, (during 4 month probationary period), please indicate:

_____ I recommend that this probationary employee be retained ☐ / dismissed ☐

Recommendations for improvement/Evaluator's comments:

I have met with this employee regarding this evaluation and the employee was given a copy of the completed evaluation form.

Building Principal

Date

Supervisor

Date

CC: Employee
Orig.: Employee File-Records