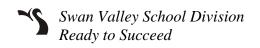
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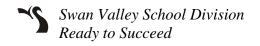
Human Resources: Evaluation Head Custodian/Custodian

AP: 810C

HEAD CUSTODIAN/CUSTODIANS

Nam	e: S	School:		
Eval	uator:			
Date	Completed:			
Ratio	ng Scale			
Satis Need	Good : Employee exceeds the performance sfactory : Employee meets the performance reds Improvement : Employee does not meet the area. Recommendations for improvement me	equirements of the position in the performance requirements of	his are	ea.
1.	PERSONAL QUALITIES / ATTRIBU'			
	 Punctuality 	VG	S	NI
	 Dependability 	VG	S	NI
	 Cooperation 	VG	S	NI
	• Enthusiasm	VG	S	NI
	• Judgment	VG	S	NI
	 Adaptability 	VG	S	NI
	 Confidentiality 	VG	S	NI
	Attitude to work	VG	S	NI
	 Accepts responsibility 	VG	S	NI
	• Accepts direction	VG	S	NI
2.	INTERPERSONAL SKILLS			
	 Works positively as part of the school 	team VG	S	NI
	 Interacts positively with students 	VG	S	NI
	 Displays common courtesy to all 	VG	S	NI
	• Follows lines of communication	VG	S	NI
3.	SUPERVISION OF CUSTODIANSOrganize and supervise the work of al	l custodians/cleaners		
	in his charge	VG	S	NI
	Training custodian staff	VG	S	NI

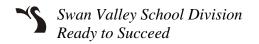




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	• Provide feedback on the evaluation of custodian/cleaners	VG	S	NI
4.	MAINTAIN SAFETY OF BUILDINGS AND GROUNDS			
	 Inspect all mechanical, electrical and plumbing daily 	VG	S	NI
	• Inspect extinguishers and other fire safety equipment monthly	VG	S	NI
	• Keep all sidewalks, steps, entrances and exits clean and clear			
	at all time, including winter	VG	S	NI
	• Report all unsafe conditions to the Principal and make necessa	ry		
	repairs, or ensure that all necessary repairs are made as soon as	3		
	possible, i.e., broken glass, broken playground equipment.	VG	S	NI
	 Report any break-ins, thefts to the Principal and/or the 			
	local police	VG	S	NI
	• Ensure that there is proper labeling on all chemicals used for			
	cleaning and have the MSDS/SDS sheets available to all perso	nnel		
	for all chemicals used for cleaning	VG	S	NI
	• Keep all storage rooms, furnace rooms, electrical/mechanical			
	rooms and any unused areas clean and free from accumulation			
	of refuse	VG	S	NI
_				
5.	MAINTAIN SCHOOL BUILDINGS, EQUIPMENT AND FUI		IINGS	
•	Clean filters and maintain heating and ventilating systems in order		C	NIT
	maintain a comfortable temperature in all buildings	VG	S	NI
•	Service on a regular schedule and/or repair when necessary, all	T.C	a	
	equipment in the schools, i.e., compressors, water pumps, etc.	VG	S	NI
•	Do minor repairs on desks/chairs	VG	S	NI
•	Check the security system in the school including the alarm			
	system, door and window locks, door closures, and report and			
	deficiencies	VG	S	NI
•	Report to the Principal and/or the Maintenance Supervisor, any			
	work required to maintain the buildings, equipment or furnishings			
	that the head custodian is unable to complete	VG	S	NI
6.			S	NI
6.	that the head custodian is unable to complete MAINTAIN SCHOOL GROUNDS		S	NI
	that the head custodian is unable to complete MAINTAIN SCHOOL GROUNDS Cut and trim grass on school property in the immediate vicinity		S S	NI NI
	that the head custodian is unable to complete MAINTAIN SCHOOL GROUNDS	VG		

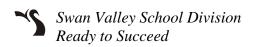


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•	Check all school grounds and make minor repairs	VG	S	NI
•	Ensure that the flag is flown daily in accordance with the	, 0	J	111
	regulations	VG	S	NI
7.	ORDERING OF SUPPLIES AND MATERIALS			
•	Requisition maintenance, cleaning and toilet supplies	VG	S	NI
•	Receive all maintenance, cleaning, toilet and school supplies			
	and store them in their proper places	VG	S	NI
•	Maintain a file for all material safety data sheets (MSDS/SDS) for			
	all chemicals and make these available to all cleaning staff.	VG	S	NI
•	Label all chemicals (cleaning supplies) properly with MSDS labels	s VG	S	NI
•	Keep a sufficient amount of cleaning supplies and materials on har	nd		
		VG	S	NI
8.	ASSIST WITH GENERAL CLEANING OF THE SCHOOL			
•	Clean corridors and entrances at least once a day, and more often a	ıs		
	required	VG	S	NI
•	Assist with and supervise all major cleaning during school breaks,			
	e.g. Christmas, spring and summer	VG	S	NI
•	Clean the washrooms during the day	VG	S	NI
•	Daily clean a designated area in the school	VG	S	NI
9.	CATER TO PUBLIC USE OF BUILDINGS AND GROUNDS			
<i>)</i> . •	Advise custodians of any authorized use by outside organization			
	of classrooms, gym, grounds, etc., in order that custodians/cleaners	S		
	can schedule cleaning of those areas	VG	S	NI
•	Make necessary arrangements for moving of furnishings, where			
	required, for organizations using facilities, e.g. tables for elections,	,		
	chairs for programs.	VG	S	NI
10.	OTHER			
10.	Any other related duties which may be assigned by the Principal			
	or Manager of Operations	VG	S	NI
	······································		-	



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1.	Areas of Strength	
2.	Suggestions for Improvement	
3.	Conclusions	
Emplo	yee Signature:	Date:
Supervisor Signature:		Date:
I have read and received a copy of the evaluation.		