CLEANER

Employee Name: _____

School: _____

Evaluator: _____

Date Completed: _____

RATING SCALE

Outstanding (O)
Outstanding is unusual. Genuine “outstanding” performance means performance that is all one can possibly expect in all phases of the work. “Outstanding” work performance means a degree of performance that can be achieved but rarely maintained.

Very Good (VG)
Very Good means that the employee meets requirements of his/her position satisfactorily throughout the rating period, and in addition consistently performs at a level above such requirements in many areas of his/her total work performance.

Satisfactory (S)
Satisfactory means the performance of an employee who consistently meets the requirements of his/her position in a satisfactory manner throughout the rating period. By this standard he/she is a worker who has produced what can reasonably be expected of a fully competent person in the position.

Needs Improvement (NI)
Needs Improvement means the performance does not meet all requirements of the position, and hence falls below the average of the work group. A “Needs Improvement” rating indicates a positive need for a discussion between the employee and his/her supervisor regarding the shortcomings. A suggestion on how to improve must accompany this comment.

Not Applicable (NA)
Not Applicable means that the particular job characteristic is not an expectation for this employee as part of his/her regular duties at this time.

SECTION A: CLEANING DUTIES & FACILITY MAINTENANCE

The Cleaner is responsible for contributing to the overall goals of the School Division by providing custodial services, ensuring effective physical operations, and maintaining a safe, positive, and clean physical environment for students and staff.

PERFORMANCE INDICATOR & ESSENTIAL DUTY					
• **Classroom & Area Sanitization:** Sanitizes all assigned rooms, including washing tables, desks, chairs, doorknobs, and sweeping or vacuuming carpeted and hard floor surfaces in classrooms.	O	VG	S	NI	NA
• **Washroom Sanitization:** Sanitizes washrooms thoroughly, including cleaning toilets, washing stall doors and walls, and wiping counters, mirrors, and problem wall areas (such as behind garbage cans and under hand dryers).	O	VG	S	NI	NA
• **Surface Maintenance & Dusting:** Maintains cleanliness of fixtures by wiping taps, sinks, and counters, sweeping/mopping floors, and dusting surfaces including window ledges, computers, and shelves.	O	VG	S	NI	NA
• **Waste Management:** Systematically collects and changes garbage bags across all assigned areas in Division buildings.	O	VG	S	NI	NA
• **Floor Care & Restoration:** Executes floor stripping and waxing duties according to Division facility maintenance standards.	O	VG	S	NI	NA
• **Cleaning Equipment Operation:** Operates commercial cleaning equipment effectively and safely, including floor scrubbing machines and heavy-duty vacuums.	O	VG	S	NI	NA
• **Adherence to Safe Work Procedures:** Consistently follows all established Safe Work Procedures during cleaning tasks and chemical handling (WHMIS).	O	VG	S	NI	NA
• **Intensive Cleaning Tasks:** Conducts intensive cleaning beyond routine messes (e.g., washing interior/exterior windows and walls) when time permits.	O	VG	S	NI	NA

SECTION B: GROUNDS MAINTENANCE & BUILDING SUPPORT

The Cleaner supports general building operation, grounds upkeep, equipment transportation, and safety recordkeeping in coordination with school and maintenance administration.

PERFORMANCE INDICATOR & ESSENTIAL DUTY					
• **Grounds Maintenance Support:** Assists the Custodian in maintaining grounds around Division buildings while adhering strictly to Safe Work Procedures.	O	VG	S	NI	NA
• **Furniture & Equipment Transportation:** Relocates furniture and equipment within buildings and between Division facilities as requested.	O	VG	S	NI	NA

• **Material Receiving & Inventory:** Receives, unloads, and inventories custodial materials and supplies as required.	O	VG	S	NI	NA
• **Project & Maintenance Assistance:** Assists the Custodian, School Principal, Maintenance Supervisor, and Maintenance Staff with building projects and ongoing maintenance activities.	O	VG	S	NI	NA
• **Building Safety Checks & Log Maintenance:** Assists the Custodian in completing building/grounds inspections and safety checks, maintaining required safety logs as assigned.	O	VG	S	NI	NA
• **Minor Repairs & Order Maintenance:** Performs minor facility repairs and assists in maintaining general order throughout assigned areas.	O	VG	S	NI	NA
• **Rental Support:** Handles duties and facility adjustments related to building rentals as required.	O	VG	S	NI	NA

SECTION C: COMMUNICATION & PUBLIC RELATIONS
The Cleaner maintains constructive professional relationships with staff, students, administration, and community facility users.

PERFORMANCE INDICATOR & ESSENTIAL DUTY					
• **Work Order Reporting:** Promptly advises the Custodian of unusual situations, hazards, or maintenance issues requiring a Maintenance Work Order.	O	VG	S	NI	NA
• **Internal Team Relations:** Communicates effectively and maintains positive working relationships with colleagues, school staff, and administration.	O	VG	S	NI	NA
• **External User Relations:** Interacts positively with outside facility rental groups, providing accurate information and direction regarding facility use.	O	VG	S	NI	NA
• **Inquiry & Complaint Handling:** Receives, refers, and responds professionally to inquiries, complaints, and requests as required.	O	VG	S	NI	NA

SECTION D: PERSONAL QUALITIES, ATTRIBUTES & COMPETENCIES
This section evaluates core organizational and role-specific competencies, work habits, and personal attributes required for effective role execution.

PERFORMANCE INDICATOR & ESSENTIAL DUTY					
• **Punctuality & Attendance:** Consistently arrives on time and adheres to scheduled work shift schedules.	O	VG	S	NI	NA
• **Dependability:** Demonstrates reliability in completing all assigned tasks thoroughly and consistently.	O	VG	S	NI	NA

• **Cooperation & Teamwork:** Works cooperatively with colleagues and supervisors to achieve shared facility goals.	O	VG	S	NI	NA
• **Enthusiasm & Work Attitude:** Displays a positive approach to work duties, facility standards, and team responsibilities.	O	VG	S	NI	NA
• **Initiative & Independent Work:** Demonstrates self-motivation, taking initiative to complete tasks without constant supervision.	O	VG	S	NI	NA
• **Physical Stamina & Dexterity:** Performs physically demanding work (low to high intensity >2 hrs/day) safely and capably.	O	VG	S	NI	NA
• **Attention to Detail & Safety:** Executes work meticulously while identifying hazards and adhering to Safe Work Procedures.	O	VG	S	NI	NA
• **Adaptability & Flexibility:** Adjusts effectively to changing work assignments, schedule alterations, and environmental conditions.	O	VG	S	NI	NA
• **Confidentiality:** Handles sensitive school environment and student/staff information with complete discretion.	O	VG	S	NI	NA
• **Personal Appearance & PPE:** Maintains a clean, professional appearance and wears required Personal Protective Equipment.	O	VG	S	NI	NA
• **Acceptance of Responsibility:** Takes ownership of assigned cleaning areas and quality of completed work.	O	VG	S	NI	NA
• **Acceptance of Direction:** Responds positively to constructive feedback and instruction from supervisors and Custodians.	O	VG	S	NI	NA
• **Pressure Management:** Manages workload effectively and completes cleaning tasks within established timeframes under pressure.	O	VG	S	NI	NA

GROWTH PLAN & PERFORMANCE SUMMARY (To be completed by the evaluator)

AREAS OF STRENGTH

Detail specific exemplary performance, mastery of cleaning protocols, teamwork, initiative, or leadership attributes demonstrated during the rating period.

SUGGESTIONS FOR IMPROVEMENT:

Identify specific areas requiring development, along with actionable recommendations, corrective strategies, or training required for any 'Needs Improvement' ratings.

RECOMMENDATIONS, CONCLUSIONS & GROWTH PLAN (GOALS)

Summarize overall evaluation conclusions and outline 1–3 specific performance or development goals for the upcoming review period.

SIGNATURES & ACKNOWLEDGMENT

I have read and received a copy of this evaluation document. My signature indicates that this evaluation has been discussed with me, but does not necessarily signify agreement with the assessment

Employee Signature: _____ Date: _____

Evaluator Signature: _____ Date: _____