

2/2011

Name: _____
School: _____
Year: _____

1 – **Satisfactory** – consistently performed at a competent level
2 – **Not Satisfactory** – serious deficiencies exist in this area
N/A – **Not Applicable**

CARBON COUNTY SCHOOL DISTRICT NO.2
EVALUATION OF
SUPERVISOR OF MAINTENANCE & CUSTODIANS

- | | | | |
|--|------|------|--------|
| 1. Helps in the selection, assignment, scheduling, and training of members of the custodial staff. | 1___ | 2___ | N/A___ |
| 2. Supervises the custodial staff of the attendance center. | 1___ | 2___ | N/A___ |
| 3. Evaluates the performance of the custodial staff on a regular basis. | 1___ | 2___ | N/A___ |
| 4. Monitors the time records of all custodial employees in the attendance center and certifies them for salary payments. | 1___ | 2___ | N/A___ |
| 5. Ensures that there is a regular preventative maintenance program in the attendance center, both through personal work and assignments to other custodians. | 1___ | 2___ | N/A___ |
| 6. Plans and oversees all maintenance and repair work, maintaining a high standard of safety, cleanliness, and efficiency. | 1___ | 2___ | N/A___ |
| 7. Ensures that building and premises, including sidewalks, driveways, and play areas are maintained and neat and clean at all times. Snow and ice, first priority during winter months. | 1___ | 2___ | N/A___ |
| 8. Administers the budget for maintenance, grounds, custodial supplies, and equipment. | 1___ | 2___ | N/A___ |
| 9. Recommends for purchase necessary equipment and supplies. | 1___ | 2___ | N/A___ |
| 10. Receives, stores, and issues all maintenance and grounds materials, supplies, and equipment. | 1___ | 2___ | N/A___ |
| 11. Maintains an inventory and recommends purchase of suitable supplies, tools, and equipment. | 1___ | 2___ | N/A___ |
| 12. Strives constantly to promote the safety, health, and comfort of the students and employees. | 1___ | 2___ | N/A___ |
| 13. Demonstrates collaboration and positive communication with staff and supervisors. | 1___ | 2___ | N/A___ |
| 14. Uses time efficiently. | 1___ | 2___ | N/A___ |
| 15. Covers custodial duties when needed. | 1___ | 2___ | N/A___ |

Comments: _____

Each of the undersigned has reviewed this evaluation. Each understands that each item will become part of the personnel record. It is further understood that refusal to sign does not prevent the inclusion of this document in the personnel file.

Date: _____

Signature of Supervisor of Maintenance & Custodians

Signature of Supervisor