

**Emery County School District**  
**Support Staff Employee Evaluation – Head Custodian I**

Employee \_\_\_\_\_  
 School \_\_\_\_\_ Evaluation Date \_\_\_\_\_

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1 = Not Effective\*                      2 = Effective                      3 = Highly Effective  
 \*Comment Required

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**•WORKPLACE SKILLS**

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Observes work hours/attendance	1	2	3
Practices safe work habits	1	2	3
Provides supervision to school custodial personnel, including organizing work priorities, schedules, and shift assignments	1	2	3
Demonstrates ability to plan work projects and to recognize facility needs	1	2	3
Effectively manages custodial budget, inventory and ordering of supplies, equipment, and cleaning materials	1	2	3
Routinely inspects facilities, monitors work activities and insures compliance with safety and other work activity standards	1	2	3
Performs as lead worker on projects providing field training and leadership	1	2	3
Keeps the principal informed of facility and staff needs and issues	1	2	3
Assures effective cleaning of assigned areas of the school building, grounds and facilities	1	2	3
Effectively performs preventative and general maintenance duties	1	2	3
Meets all job expectations with regard to lifting, working on ladders, analyzing and performing routine electrical, plumbing and repair projects	1	2	3
Monitors facility environmental systems and makes minor adjustments as needed	1	2	3
Completes assigned tasks with skill and in a timely manner	1	2	3
Skillfully operates and cares for equipment	1	2	3
Has knowledge of the work expectations and can perform job duties independently	1	2	3

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**•INTERPERSONAL SKILLS**

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Practices positive public and staff relations – works well with administration, coworkers school staff and students, as well as community members	1	2	3
Able to communicate effectively, verbally and in writing	1	2	3
Appropriate personal appearance and grooming	1	2	3
Is enthusiastic, positive and encouraging	1	2	3
Shows initiative	1	2	3

Is an effective team worker 1 2 3

Uses appropriate language and tone when speaking to others 1 2 3

**•ADAPTABILITY**

Is open to alternatives and suggestions – is flexible 1 2 3

Maintains composure in stressful situations 1 2 3

Demonstrates good judgment/makes reasonable decisions 1 2 3

**PROFESSIONAL RESPONSIBILITIES**

Keeps informed and adheres to policies and regulations applicable to the position 1 2 3

Willingly shares ideas and expertise with colleagues 1 2 3

Handles confidential/sensitive information appropriately 1 2 3

Performs other job related duties as assigned by the principal 1 2 3

Promptly and effectively responds to concerns and complaints 1 2 3

Supports school and district goals and policies 1 2 3

**OVERALL ANNUAL RATING (Summative) 1 2 3**

(While the summative rating is based on an overall summary of all standards, a rating of 1 in any standard could result in an employee being placed on probation for improvement. If satisfactory improvement is not made within the specified time period, non-renewal or termination could result)

Self Improvement Goal for Next Year \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Evaluator Comments: (Required for #1 ratings)

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\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

This evaluation represents my best judgment of the employee’s performance. I hereby recommend:

- \_\_\_ Employee be retained as a Provisional Employee (Policy GDA)
- \_\_\_ Employee be retained as a Career Employee (Policy GDA)
- \_\_\_ Employee be retained as an At-Will or Temporary Employee (Policy GDA)
- \_\_\_ Employee be put on probation
- \_\_\_ Employee be terminated or non-renewed

Signature of Principal/Supervisor/Designee \_\_\_\_\_ Date \_\_\_\_\_

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This evaluation has been discussed with me and I have received a copy.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_  
(Employee's signature does not necessarily imply agreement or approval of the evaluation results)

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**Employee Comment:** (Please indicate what you feel your supervisor can do to help you improve in your job performance – use another sheet if necessary)