

# TURTLE MOUNTAIN SCHOOL DIVISION

K-2E

## EVALUATION OF HEAD CUSTODIAN (KILLARNEY AND BOISSEVAIN SCHOOLS)

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WORKPLACE

This evaluation form must be completed every two years by the School Principal in consultation with the Supervisor of Buildings and Maintenance. The form must be reviewed by the Supervisor of Buildings and Maintenance prior to discussing with employee.

Circle the job value that corresponds to the most accurate description of his/her performance - using 1 as requiring improvement and 4 as exceeds expectations.

1. Works cooperatively with School Administration and staff. 4 3 2 1

Suggestion for improvement: \_\_\_\_\_  
\_\_\_\_\_

2. Demonstrates good time management skills. 4 3 2 1

Suggestion for improvement: \_\_\_\_\_  
\_\_\_\_\_

3. Organizes and timetables custodial staff and duties to maximize efficiency. 4 3 2 1

Suggestion for improvement: \_\_\_\_\_  
\_\_\_\_\_

4. Monitors quality of work performed by custodial staff. 4 3 2 1

Suggestion for improvement: \_\_\_\_\_  
\_\_\_\_\_

5. Maintains a positive interpersonal relationship with staff and students. 4 3 2 1

Suggestion for improvement: \_\_\_\_\_  
\_\_\_\_\_

6. Shows initiative in completion of tasks with minimal supervision. 4 3 2 1

Suggestion for improvement: \_\_\_\_\_

\_\_\_\_\_

7. Completes required reports and submits them on a timely basis. 4 3 2 1

Suggestion for improvement: \_\_\_\_\_

\_\_\_\_\_

8. Demonstrates a commitment to preventative maintenance. 4 3 2 1

Suggestion for improvement: \_\_\_\_\_

\_\_\_\_\_

9. Assists in long-term planning for facilities and maintenance. 4 3 2 1

Suggestion for improvement: \_\_\_\_\_

\_\_\_\_\_

10. Overall condition of school and grounds: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. Other recommendations for improvement: \_\_\_\_\_

\_\_\_\_\_

Principal's: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor of Buildings and Maintenance: \_\_\_\_\_ Date: \_\_\_\_\_

.....  
This section confirms that the employee has read the above evaluation:

Employee's Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_