

MCPS-MMCEO Custodian Performance Review

Employee		
Job Title		
Date		
Location		
Supervisor		
Evaluation Type	Annual	Probationary

RATINGS

The following scale is used for all ratings in the review.

- **Exceeds expectations** – consistently delivers exceptional results, is a model for others to follow.
- **Meets expectations** – consistently meets expectations in all areas.
- **Needs Improvement** – meets expectations in some areas, but needs training for proficiency.
- **Not applicable** - this does not apply to the current job responsibilities as defined.

SECTION I: Performance Indicators

	Exceeds Expectations	Meets Expectations	Needs Improvement	Not applicable
Maintains a clean classroom by . .				
<u>Floors</u> : Sweeping , dust/wet mopping, vacuuming.				
<u>Furniture</u> : dusting, wiping down, removing graffiti.				

<u>Boards</u> : cleaning presentation/white boards				
<u>Trash</u> : emptying trash receptacles and replacing liners.				
Changing light bulbs that can be safely changed.				

Comments:

Maintains and keeps outside areas safe by . . .	Exceeds Expectations	Meets Expectations	Needs Improvement	Not applicable
Reporting necessary repairs to supervisor and/or building principal.				
Insuring safety of entryways, walks, and driveways during inclement weather by the timely removal of snow and ice, and the application of sand, deicer or salt as deemed necessary.				
Maintaining clean building entrances and exits, including glass.				
Maintaining grounds if assigned to a site requiring this responsibility.				
Inspecting and reporting safety/repair issues with playground equipment.				

Comments:

Assist in maintaining building safety and security by . . .	Exceeds Expectations	Meets Expectations	Needs Improvement	Not applicable
Opening the building and making building ready for students and staff.				
Securing and locking all entrances not needed for evening events at the end of the regular school day.				
Securing all entry, classroom, and office doors at the end of the last shift daily.				
Follows classroom/building/District protocols in emergency situations.				
Recognizing and reporting problems, accidents, and equipment or system failures to supervisor/building principal.				
<p>Monitors and ensures building equipment is operational and maintained (or problems reported), including:</p> <ul style="list-style-type: none"> ● Boiler/furnace; ● Filters; ● Exit lamps; ● Fire extinguishers; ● Motors/heating units; ● Air conditioners. 				
Wears protective equipment and clothing as necessary.				
Maintains custodial equipment and tools in a clean and operational condition. Work station is clean and orderly.				

Comments:

Maintains clean and safe lavatory facilities and locker rooms by . . .	Exceeds Expectations	Meets Expectations	Needs Improvement	Not applicable
Cleaning and disinfecting walls, floors, and stalls.				
Checking and replacing toilet paper, soap dispensers, and paper towel.				
Cleans and disinfects basins, mirrors, toilets, and urinals.				
Emptying trash regularly.				

Comments:

Assist lunch staff by . . .	Exceeds Expectations	Meets Expectations	Needs Improvement	Not applicable
Setting up and taking down lunch tables.				
Removing trash.				
Sweeping and scrubbing lunchroom floors.				

Comments:

Work Habits and Behavior	Exceeds Expectations	Meets Expectations	Needs Improvement	Not applicable
Complies with District Policies, regulations, and procedures.				
Complies with assigned hours of work/schedules, including assigned lunch and break periods.				
Follows District/building protocols for absences.				
Follows classroom/building/District protocols in emergency situations.				
Exhibits appropriate work attire and personal appearance.				
Communicates with professional language.				
Maintains student/staff confidentiality as required.				
Demonstrates a positive working relationship with students and staff. Willingness to respond to requests from staff and supervisors.				
Demonstrates ability to perform tasks with little or no supervision.				
Demonstrates willingness to accept suggestions and/or direction in performance of tasks.				
Exercises independent judgement appropriately.				
Shows initiative in addressing building/facility needs.				

Completes scheduled tasks and works in a timely manner with attention to work quality.				
Consistently coordinates with administrators, supervisors, and staff.				

Comments:

Summary:

Training recommendations (opt.)

I acknowledge that this performance evaluation was reviewed by the employee and supervisor on this date. Signature of this document does not imply agreement with evaluation.

Supervisor _____ Date _____

Employee _____ Date _____

An employee may attach a written rebuttal to his/her evaluation within twenty (20) working days after receipt of his/her copy of the evaluation.

Date evaluation received by HR: _____ by _____

Position Title

Employee option:

Date employee rebuttal received by HR: _____ by _____