

**CUSTODIANS, MAINTENANCE, & CAFETERIA PERSONNEL  
EVALUATION REPORT**

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

The purpose of the service rating system is to foster the development of good employee performance and provide a record of the employee's work performance.

This evaluation is intended as a frank and impartial guide to help the employee identify strengths and areas for growth in skills and competence. It will provide the employee and his/her supervisor with a better understanding of what is expected as well as an indication of progress toward expectations. This ultimately aids the employee in working toward self-improvement.

The contents of this report shall be shared in confidence with the evaluatee prior to it being submitted to the Office of the Superintendent.

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_  
(Administrator)

**Signature:** \_\_\_\_\_  
(Supervisor)

**Signature:** \_\_\_\_\_  
(Employee)

**This form will be completed yearly and as required by the employee's contract.**

**CUSTODIANS, MAINTENANCE, & CAFETERIA PERSONNEL EVALUATION FORM**

- \* 1 Above Average
- 2 Average
- 3 Below Average
- \* 4 Unsatisfactory

Note: Evaluators are urged to make comments

\* Must be justified with comments

	1	2	3	4	Comments
<b>Performs Duties With Quality</b>					
<b>In Good Health &amp; Physically Able To Do His/Her Work</b>					
<b>Attitude</b> (Team worker, willing worker, accepts criticism or suggestions)					
<b>Relationship With Professional Staff</b>					
<b>Shows Respect &amp; Is Respected By Students</b>					
<b>Appearance</b> (Neatly and appropriately dressed)					
<b>Enthusiasm</b> (Displays an interest in work)					
<b>Reliability</b> (Dependable & conscientious, completes duties promptly)					
<b>Punctuality</b> (Time of arrival & departure, meeting of deadlines and daily routines)					
<b>Adaptability</b> (Ability to adjust to new and unusual situations)					
<b>Attendance</b>					
<b>Other</b> (Please specify)					
<b>Other</b> (Please specify)					

Evaluator's additional comments:

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Evaluatee's comments:

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I have read this evaluation.

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**Employee's Signature**

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**Date**