



Caretaker Evaluation

Administrative Procedure 2.C.60

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference:

Date Adopted: October, 1997

Date Amended: June, 2006, October, 2006

Evaluation Procedure

1. Principals will review the evaluation format with all caretakers each September or upon hiring.
2. Principals are responsible for signing and communicating evaluations.
3. Evaluation timelines vary according to length of employment:
 - a. Probationary employees: Part 1 & 2 must be completed before three months of employment.
 - b. New caretakers: Part 1 & 2 must be completed annually by mid June for the first two years of employment.
 - c. Caretakers employed longer than two years: Part 2 only must be completed by mid June, every second year of employment.
 - d. Caretakers identified by principals with performance concerns: Part 1 & 2 must be completed by mid June of each year that the concerns exist.
 - e. Caretakers new to a school: Part 1 & 2 must be completed by mid June of the first year, then every second year thereafter.
4. Completed evaluations are to be shared with, and copied to, the caretaker. Originals are to be forwarded by the end of June to the Educational Support Centre for placement in personnel files.
5. Caretakers who disagree with an evaluation should first request reconsideration by the principal. A caretaker who still disagrees with an evaluation may appeal to the Superintendent in writing within seven days of receipt of the evaluation.

Caretaker Evaluation Form – Part 1

- Complete as required by mid June.
- Complete for new employees at the end of the three month probationary period.

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CARETAKER
Evaluation Form

Note: This page is to be completed for all employees by the end of May.

Name: _____

School: _____

Job Classification: _____

Complete by _____

Rating Scale

Very Good: Employee exceeds the performance requirements of the position in this area.

Satisfactory: Employee meets the performance requirements of the position in this area.

Needs Improvement: Employee does not meet the performance requirements of the position in this area. Recommendations for improvement must accompany this rating.

Not Applicable: This area is not an expectation for this employee at this time.

1. PERSONAL QUALITIES/ATTRIBUTES

- Punctuality
- Dependability
- Cooperation
- Enthusiasm
- Judgment
- Adaptability
- Confidentiality
- Attitude to work
- Accepts responsibility
- Accepts direction

VG	S	NI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. INTERPERSONAL SKILLS

- Works positively as part of the school team
- Interacts positively with students
- Displays common courtesy to all
- Follows lines of communication

VG	S	NI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. PERFORM REGULAR CLEANING DUTIES

- Mop/sweep all classrooms, gymnasium, corridors, entrances, stairways on a daily basis
- Clean and disinfect all washrooms, washroom fixtures, showers, shower fixtures daily
- Dust all surfaces requiring dusting daily, eg. Chalk boards, chalk rails, desks, furniture, filing cabinets, etc.
- Wash all windows
- Clean all water fountains
- Vacuum all carpeted areas
- Wash all floor areas daily when required, eg. Entrances, hallways
- Clean all lab sinks and lab tables

VG	S	NI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. MAINTAIN SUFFICIENT CLEANING & TOILET SUPPLIES

- Order sufficient washroom and cleaning supplies from the head caretaker
- Fill all dispensers in all washrooms, when necessary

VG	S	NI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. REMOVAL OF GARBAGE

- Empty all garbage containers (offices, washrooms, classrooms) daily
- Clean and disinfect all garbage cans on a regular basis
- Remove garbage from storage rooms
- Dispose of all garbage in bags supplied and place in the garbage storage bins provided

VG	S	NI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. PERFORM MAJOR CLEAN-UP DUTIES

- Wash walls, when required
- Clean and dust all light fixtures
- Wash all desks, chairs and other furniture
- Clean and disinfect all students lockers during summer break
- Wash doors and windows, including frames
- Strip, wax and polish floors, when necessary

VG	S	NI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. CARE OF EQUIPMENT

- Clean all equipment at the end of each shift and store in the proper storage rooms, eg. Mops, vacuum cleaners, scrubbers, polishers
- Report to the head caretaker any problems with any cleaning equipment and request repairs, when necessary

VG	S	NI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. BUILDING AND GROUND SECURITY

- At the end of every day, make sure all windows and doors are secure
- Activate the surveillance system (alarm system) when leaving at the end of every day
- Report any vandalism to the head caretaker immediately

VG	S	NI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. OTHER

- Any related duties as may be assigned by the head caretaker.

VG	S	NI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I have read and received a copy of the evaluation.

Employee Signature

Date

Supervisor Signature

Date

Caretaker Evaluation Form – Part 2

- Complete as required by mid June.
- Complete for new employees at the end of the three month probationary period.

Name: _____ School: _____

Completed by: _____

1. Areas of Strength

2. Suggestions for Improvement

3. Conclusions

Principal's Signature

Date

Caretaker Signature

Date

I request I do not request that my principal reconsider this evaluation.
I will will not be appealing this evaluation to the Superintendent.
(Appeals must be submitted in writing within seven days of receipt of evaluation.)

- Employees are to be provided with a copy of the completed evaluation.
- Please forward original to the Education Support Centre by the end of June.