



Head Caretaker Evaluation

Administrative Procedure 2.C.150

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

Legal Reference:

Date Adopted: October, 1997

Date Amended: October, 2006

Evaluation Procedure

1. Principals will review the evaluation format with head caretaker 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.

Head Caretaker Evaluation Form – Part 1

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

Evergreen School Division
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Phone: (204) 6426260 / Fax: (204) 6427273

**HEAD CARETAKER
Evaluation Form**

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

Name: _____ School _____

Job Classification: _____ Completed by _____

Date Completed: _____

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"/>
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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"/>
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3. SUPERVISION OF CARETAKERS

- Organize and supervise the work of all caretakers in his charge
- Training caretaking staff
- Arrange for substitute caretakers in the absence of regular caretakers
- Provide feedback on the evaluation of caretakers

VG	S	NI
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4. MAINTAIN SAFETY OF BUILDINGS AND GROUNDS

- Inspect all mechanical, electrical and plumbing daily
- Inspect extinguishers and other fire safety equipment daily
- Keep all sidewalks, steps, entrances and exits clean and clear at all time, including winter
- Report all unsafe conditions to the Principal and make necessary repairs, or ensure that all necessary repairs are made as soon as possible, i.e. broken glass, broken playground equipment.
- Report any break-ins, thefts to the Principal and/or the local police
- Ensure that there is proper labeling on all chemicals used for cleaning and have the M.S.D. sheets available to all personnel for all chemicals used for cleaning
- Keep all storage rooms, furnace rooms, electrical/mechanical rooms and any unused areas clean and free from accumulation of refuse
- Assist the Director in the traffic flow of the school
- Apply the Safety Inspection of Schools policy

VG	S	NI
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5. MAINTAIN SCHOOL BUILDINGS, EQUIPMENT AND FURNISHINGS

- Clean and maintain heating and ventilating systems in order to maintain a comfortable temperature in all buildings
- Service on a regular schedule and/or repair when necessary, all equipment in the schools, i.e. compressors, water pumps, etc.
- Do minor repairs on desks/chairs.
- Check the security system in the school including the alarm system, door and window locks, door closures, and report and deficiencies
- Report to the Principal and/or the Director of Maintenance, any work required to maintain the buildings, equipment or furnishings that the Head Caretaker is unable to complete.

VG	S	NI
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6. MAINTAIN SCHOOL GROUNDS

- Cut and trim grass on school property in the immediate vicinity of the buildings
- Check all playground equipment and make minor repairs weekly
- Check all school grounds and make minor repairs daily
- Ensure the removal of snow from parking lots, bus loading zones, driveways
- Ensure that the flag is flown daily in accordance with the regulations.

VG	S	NI
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7. ORDERING OF SUPPLIES AND MATERIALS

- Requisition maintenance, cleaning and toilet supplies
- Receive all maintenance, cleaning, toilet and school supplies and store them in their proper places.
- Maintain a file for all material safety data sheets (MSDS) for all chemicals and make these available to all cleaning staff.
- Label all chemicals (cleaning supplies) properly with MSDS labels.
- Keep a sufficient amount of cleaning and toilet supplies on hand.

VG	S	NI
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8. ASSIST WITH GENERAL CLEANING OF THE SCHOOL

- Clean corridors and entrances at least once a day, and more often as required.
- Assist with and supervise all major cleaning during school breaks, e.g. Christmas, mid-term and summer
- Clean the washrooms during the day
- Daily clean a designated area in the school

VG	S	NI
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9. CATER TO PUBLIC USE OF BUILDINGS AND GROUNDS

- Advise caretakers of any authorized use by outside organization of classrooms, gym, grounds, etc., in order that caretakers can schedule cleaning of those areas.
- Make necessary arrangements for moving of furnishings, where required, for organizations using facilities, e.g. tables for elections, chairs for programs.

VG	S	NI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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10. OTHER

- Any other related duties which may be assigned by the Principal or Director of Maintenance

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

Employee Signature

Date

Supervisor 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.