**Ridgedale Local Schools: Daytime Building Custodian Evaluation & Goal-Setting Form**

| Employee Name: | Date: |
| --- | --- |
| Evaluator: | School Year |

**Rating Scale**

| 4 – Exceeds Expectations | Consistently goes above and beyond expectations in this area. |
| --- | --- |
| 3 – Meets Expectations | Consistently meets the standard with quality performance. |
| 2 – Needs Improvement | Sometimes meets expectations; needs additional consistency or support. |
| 1 – Unsatisfactory | Fails to meet expectations in this area; immediate improvement required. |
| N/A | Not applicable or not observed. |

**Section 1: Professional Responsibilities**

1. Cleaning & Sanitation

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/ Evidence |
| --- | --- | --- | --- | --- |
| Maintains clean and sanitary classrooms, offices, restrooms, and common areas | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Properly cleans, sanitizes, and restocks restrooms | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Follows proper procedures for handling chemicals and cleaning supplies | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Ensures trash removal and waste disposal is timely and compliant | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Keeps floors, hallways, and entrances free from hazards and debris | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |

2. Maintenance & Equipment

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/ Evidence |
| --- | --- | --- | --- | --- |
| Performs routine maintenance (lights, plumbing, minor repairs) | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Reports major maintenance issues promptly to appropriate staff | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Properly uses and maintains custodial equipment | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Assists with set-up and take-down for school events as needed | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |

3. Closing Procedures & Security

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/ Evidence |
| --- | --- | --- | --- | --- |
| Ensures building is properly secured at the end of shift | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Checks that all lights, doors, and windows are secured | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Monitors alarms, cameras, and security systems if assigned | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Reports security or safety concerns promptly | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |

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4. Safety & Compliance

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/ Evidence |
| --- | --- | --- | --- | --- |
| Follows all safety protocols and procedures | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Uses proper personal protective equipment (PPE) when required | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Maintains clean and safe work areas | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Reports hazards or unsafe conditions promptly | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |

5. Attendance & Reliability

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/ Evidence |
| --- | --- | --- | --- | --- |
| Arrives on time and maintains consistent attendance | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Completes daily assigned tasks independently and efficiently | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Demonstrates reliability in performing emergency or urgent tasks | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |

6. Communication & Teamwork

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/ Evidence |
| --- | --- | --- | --- | --- |
| Communicates effectively with supervisor, staff, and administration | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Collaborates with other custodial staff and departments | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Responds professionally to feedback or requests | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |

7. Professionalism

| Indicator | Self- Evaluation | Mid-Year Check-In | Final Evaluation | Comments/ Evidence |
| --- | --- | --- | --- | --- |
| Demonstrates ethical behavior and integrity | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Follows district policies and procedures | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Maintains a professional appearance and demeanor | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |
| Upholds confidentiality and discretion when handling sensitive areas | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A | ☐4 ☐3 ☐2 ☐1 ☐N/A |  |

**Section 2: Goal Setting**

(Set 1–3 specific, measurable, and realistic goals.)

| Goal | Action Steps | Timeline / Target Date | Progress Check |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Self-Evaluation/Check In

|  | Name | Date |
| --- | --- | --- |
| Staff: |  |  |
| Evaluator: |  |  |
| Comments: |  | |

Mid-Year Check-In

| Date | Progress Toward Goals | Notes / Adjustments |
| --- | --- | --- |

|  | Name | Date |
| --- | --- | --- |
| Staff: |  |  |
| Evaluator: |  |  |
| Comments: | | |

Final Evaluation

| Date | Progress Toward Goals | Notes / Adjustments |
| --- | --- | --- |

|  | Name | Date |
| --- | --- | --- |
| Staff: |  |  |
| Evaluator: |  |  |
| Comments: | | |