



**Section One Introduction**

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Name \_\_\_\_\_

Location \_\_\_\_\_

Start Date for Current Position \_\_\_\_\_

Evaluator (Principal/Vice Principal) \_\_\_\_\_

Date \_\_\_\_\_

*Reason for evaluation:*

- Evaluation process for employees new to the Division (indicate period below).
  - 6 Month Evaluation
  - 10 Month Evaluation
- Employee request.
- Employee has not developed and implemented a Growth Plan.
- Employee may not be meeting the Support Staff Quality Standards.

**Section Two Caretaker Quality Standards Form**

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**In accordance with the expectations of the Caretaker position, the employee will be evaluated within the following areas:**

- All areas should be marked as meeting (M) the standard, not meeting (N/M) the standard, or not applicable (N/A). For the purposes of this form, “meeting” describes job performance that meets the standard of performance in each area. Where areas of “not meeting” standards are identified, a comment must be made.
- All marked deficiencies must be accompanied by supporting documentation.

**LEGEND:****M** *Meeting Standard***N/M** *Not Meeting Standard***N/M** *Not Applicable***1. KEY RESPONSIBILITIES AND POSITION REQUIREMENTS**

This position is responsible for completing cleaning and preventative maintenance to a high standard.

**M**      **N/M**

Deals tactfully with building users.

Takes an active role in cleaning the school.

Assumes role of Head Caretaker in their absence, if assigned.

Completes the rotating shift expectation, if applicable.

Good organizational skills.

Self-motivated.

Knowledgeable in the safe use of a wide variety of chemicals.

Carries out directions and duties as assigned.

COMMENTS:

**2. PERSONAL/PROFESSIONAL QUALITIES****M**      **N/M**

Interpersonal relationships (Caretaking staff, teachers, students, public; includes dealing with conflict).

Team player (with the caretaking team, the school, the community, and the Division).

Demonstrate the ability to communicate effectively and appropriately.

Ability to resolve conflict effectively. ([Reference: Employee Code of Conduct Appendix A 400.1](#))

Use of time (include attendance, punctuality, setting of priorities, keeping to schedules).

Initiative (self-directed, takes charge of assigned tasks, requires minimum supervision).

Maintains appropriate personal hygiene and appearance.

COMMENTS:

**LEGEND:****M** *Meeting Standard***N/M** *Not Meeting Standard***N/M** *Not Applicable***3. POSITION REQUIREMENTS (DAILY CLEANING)****M**    **N/M**    **N/A**

Sweeping and damp mopping of all resilient and washroom floors.

Vacuuming carpeted areas and entrance mats.

Disposing of waste materials to BFI bin.

Scrubbing floors with automatic floor scrubber.

Buffing floors with electric floor buffer or auto scrubber.

Replacing linen towels.

Changing fluorescent tubes and lights from an eight-foot ladder.

Washing of student's desks.

Spot washing of vertical surfaces.

Required glass and window cleaning.

Cleaning washroom fixtures, partitions, and mirrors.

Dry and damp dusting of shelves, countertops, windowsills, picture frames, chalk ledges, venetian blinds, etc.

COMMENTS:

**4. FREQUENCY CLEANING****M**    **N/M**    **N/A**

Scrubbing/stripping floors with electric floor machine.

Sealing/Waxing floors.

Extraction of carpets with carpet extraction equipment.

Washing walls in all areas of the school.

Washing or foam cleaning of washroom walls and fixtures.

High dusting of articles in classrooms.

High dusting in all areas including gymnasiums and shop areas.

Moving a variety of furniture in school for clean-up.

Cleaning of blackboard/whiteboard surfaces.

**LEGEND:**

**M** Meeting Standard  
**N/M** Not Meeting Standard  
**N/A** Not Applicable

COMMENTS:

**5. PREVENTATIVE MAINTENANCE**

M N/M

Maintenance of auto scrubber.  
Emptying of vacuums and completion of maintenance checks.  
Completing mechanical room safety checks.  
Checking and changing filter media.  
Checking and oiling electrical motors, pumps, fans, etc.  
Check and change drive belts.  
Replace summit filters on glycol system.  
Check pressure relief valves on hot water tanks.  
Operate emergency generator.

COMMENTS:

**6. ANNUAL CLEANING**

M N/M N/A

Annual cleaning of classrooms, offices, conference rooms, etc.  
Annual cleaning of student's desks and furniture.  
Annual cleaning of student's lockers.  
Annual washing of lights and fixtures.  
Cleaning of washrooms and shower rooms.  
Cleaning of mechanical and caretaking rooms.

COMMENTS:

**LEGEND:**

**M** Meeting Standard  
**N/M** Not Meeting Standard  
**N/A** Not Applicable

**7. FACILITY MANAGEMENT**

M N/M N/A

- Arm and disarm security panel.
- Operate fire alarm panel.
- Complete morning opening procedure.
- Complete evening facility closure check.
- Operation of snow removal equipment.
- Use of hydraulic ladder to change lamps and high dusting.
- Visual safety checks of playground equipment.
- Completing the rotation shift.

Comment

**8. COMMUNITY RELATIONS**

M N/M N/A

- Open the school for joint use and co-curricular activities.
- Set up and take down equipment and supplies for joint use and co-curricular activities.

COMMENTS:

**9. TIME MANAGEMENT**

Attendance report attached.

M N/M

- Attends regularly.
- Is on time, ready to work at the assigned time.
- Sets priorities in collaboration with administration.
- Uses time effectively.
- Follows assigned schedule.

COMMENTS:

**10. DECISION**

Completes probationary process.  
Improvement plan implemented; employee proceeds to 10-month evaluation.  
Employee returns to Growth Plan process.  
Employee must submit a Growth Plan within one month.

**11. EVALUATOR’S COMMENTS**

COMMENTS:

**12. EMPLOYEE’S COMMENTS**

COMMENTS:

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***As Principal, I have read and approve this evaluation.***

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

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After this evaluation has been signed by the Principal, the following signatures are necessary upon review:

\_\_\_\_\_  
Vice Principal (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewed by Human Resources

\_\_\_\_\_  
Date

- Copy to Employee
  - Copy to Principal/Designate or Supervisor
  - Original copy goes to Human Resources for employee's file