

CUSTODIAN
PROGRAM: UMATILLA-MORROW COUNTY HEAD START, INC.

Name: _____ Date: _____

1. UNACCEPTABLE	2. MARGINAL	3. COMPETENT	4. COMMENDABLE	5. DISTINGUISHED
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A. General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned 1 2 3 4 5
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency 1 2 3 4 5
3. Maintain congenial and respectful relations with staff, children, families and community 1 2 3 4 5
4. *Keep current and accurate records that conform to program policies 1 2 3 4 5
5. *Maintain confidentiality in regards to staff and family information 1 2 3 4 5
6. Maintain objectives and professional standards 1 2 3 4 5
7. Improve self-skills and education 1 2 3 4 5
8. *Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy 1 2 3 4 5
9. Perform any other work-related duties as requested by your supervisor 1 2 3 4 5
10. Be a contributory team member in a positive/productive manner 1 2 3 4 5
11. *Demonstrate commitment to mission, values, and policies in the performance of daily duties 1 2 3 4 5

*Comments or examples:

B. Principle Duties and Responsibilities:

1. *Maintains cleanliness of facilities on a rotating basis 1 2 3 4 5
2. Completes minor repairs as requested 1 2 3 4 5
3. *Insures that general maintenance and cleaning is done at the main office, centers and kitchen (as requested) area in a timely manner 1 2 3 4 5
4. *Maintain outdoor environments as requested 1 2 3 4 5
5. *Disposes of garbage and ensures that paper towels and toilet paper are available 1 2 3 4 5
6. *Ensures agency machinery and equipment used is stored in a secure location 1 2 3 4 5
7. *Maintains safety of the environments for staff and children 1 2 3 4 5
8. *Wash sinks and toilets each day at assigned sites 1 2 3 4 5
9. Keeps agency vehicle clean 1 2 3 4 5

*Comments or examples:

C. Staff Communication and Team Membership:

1. Shares materials and information 1 2 3 4 5
2. *Uses appropriate channels for concerns and does not interfere in a situation another staff person is handling 1 2 3 4 5
3. *Supports team members and supervisor verbally and by attitude 1 2 3 4 5
4. Sets aside sufficient time to meet and plan with team members 1 2 3 4 5
5. Completes other tasks as requested by supervisor in a timely manner 1 2 3 4 5

*Comments or examples:

D. Work Ethics:

- 1. *Comes to work on time 1 2 3
- 2. Notifies supervisor prior to beginning of work day when not able to come to work 1 2 3
- 3. *Misses little time because of illness..... 1 2 3
- 4. Willingly accepts changes in program..... 1 2 3
- 5. Accepts and acts on constructive criticism 1 2 3
- 6. Follows through on accepted tasks or agreements 1 2 3

*Comments or examples:

Do you have long-term employment goals? _____

What help do you need to accomplish these goals? _____

Additional Information: _____

Supervisor's Signature _____ Date _____

Maintenance Specialist's Signature _____ Date _____

Rating Scale Explanation:

- 1. **UNACCEPTABLE** - Performance falls substantially short of the expectations for competency. Requires much improvement.
- 2. **MARGINAL** - Performance does not meet an acceptable level in all areas, but employee is steadily improving.
- 3. **COMPETENT** - Performance is fully acceptable. Performance meets standards set for the position on a consistent basis.
- 4. **COMMENDABLE** - Performance is significantly better than average. Consistently exceeds standards; distinctive performance.
- 5. **DISTINGUISHED** - Exceptional performance of unusually high caliber. Remarkable achievement and pacesetting performance.

Any task marked 1, 2, or 5 must have a comment written to justify the score.
 Any task marked 1 or 2 must have a plan of assistance written and be attached to the performance evaluation.
 Any * task (essential job function) marked a 1 or 2, no merit increase will occur until the task is brought up to competency.
 Three tasks marked a 1 or 2, no merit increase will occur until the task is brought up to competency.

Successful completion of a 6 month introductory period

Eligible for merit increase

Not eligible for merit increase