

THE CITY UNIVERSITY OF NEW YORK – PERFORMANCE EVALUATION
SUB-MANAGERIAL SUPERVISORY POSITIONS IN BUILDINGS AND GROUNDS
Assistant Principal Custodial Supervisor, Senior Custodial Supervisor, Custodial Supervisor

_____ **Ratee's Name** _____ **Title** _____ **Date of Appointment to Title**

INSTRUCTIONS: The form below is to be used in conjunction with the Performance Standards form at the beginning of the evaluation period. The rating period is from September 1 through August 31 unless otherwise specified by the College. Indicate performance rating on this form at the close of the evaluation period. Add additional examples of typical duties if desired.

Competence Area and Core Job Elements	Performance Rating in Critical Areas (U,M,G,VG,O) Indicate N/A if not part of duties	Rating Justifications: Required for Outstanding (<u>O</u>)	Performance Improvement/Training Plan: Required for Marginal (<u>M</u>)
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A. Day-to-Day Operations in Cleaning and

Competence Area and Core Job Elements	Performance Rating in Critical (U,M,G,VG,) Indicate N/A if not part of duties	Rating Justifications: Required for Outstanding (O)	Performance Improvement/Training Plan: Required for Marginal (M)
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B. Personnel Functions con't. Enter Rating Symbol

- 2. Assures safety and health of Custodial Employees _____
- 3. Initiates corrective discipline _____
- 4. Evaluates performance _____
- 5. Prepares personnel reports and records _____
- 6. Other _____

C. Special Projects

- 1. During Summer Recess and/or Spring and holiday breaks _____
- 2. Other _____

IMMEDIATE SUPERVISOR'S OVERALL RATING:

I have reviewed the performance of this employee and believe this overall rating is: _____ (U (Unsatisfactory), M (Marginal), G (Good), VG (Very Good), O (Outstanding)).

_____ **Print Name/Title**

_____ **Signature/Date**

RATEE'S SIGNATURE:

I have read the above performance rating. I am aware that I may file a response if I choose to with the personnel Office or my college. It will be placed in my personnel file.

_____ **Print Name/Title**

_____ **Signature/Date**

ADMINISTRATIVE SUPERINTENDENT OF BUILDINGS AND GROUNDS

Comments on rating above _____

PERFORMANCE STANDARDS

The City University of New York

Senior Custodial Supervisor

INSTRUCTIONS: Specifying core job elements and the standards associated with acceptable performance is an essential part of communicating job expectations to employees. It is also useful to establish standards for which employees may strive for excellence and recognition. Standards also provide the base-line data from which helpful evaluations can be made. The performance standards for the core job elements listed below are provided as a guide. They are intended to be **comprehensive** of all the duties that may be performed by an employee in these titles—though no employee is likely to perform all these tasks. Only those for minimal acceptable performance (i.e. Good) and for extraordinary performance (i.e. Outstanding) are given. Evaluators should estimate other rating levels (e.g. Marginal). At the start of a new performance period supervisors may choose to strike out phrases or terms that will not be applicable to this position in the coming year and specify clearly other items which will be applicable but which are not covered in enough detail below. Indicate with an asterisk (*) any standards in the **GOOD** category which are being newly introduced and which the unit head wishes to consider as **OUTSTANDING** in the initial year. Consult with your Personnel Director before adding entirely new job elements. Evaluation ratings will be made on a separate rating form provided by the college Personnel Office and may be supported by brief, specific examples of accomplishments. Refer to the instructions on the evaluation form for additional guidance.

PERFORMANCE STANDARDS

COMPETENCE AREA
AND CORE JOB ELEMENTS:

Standards are given only for performance rating of Good and Outstanding. Unsatisfactory or Marginal performance does not meet G standards. Very Good performance exceeds G standards.

Good (G)

Outstanding (O)

SENIOR CUSTODIAL SUPERVISOR

A. Day-to-Day Operations in Cleaning and Maintenance Supervision

1. Assigns work to Custodial Supervisors

Distributes new work assignments received from Principal or Assistant Principal and revises work priorities. Makes changes to handle unexpected or emergency situations. Includes changes in shift report. Assures

And, inspects entire work site at start of shift for new or potential needs; anticipates staffing needs for special work assignments; pays attention to fairness and morale in assigning

GOOD

OUTSTANDING

A. Day-to-Day Operations in Cleaning and Maintenance Supervision (cont'd)

2. Maintains standards of cleanliness and order

By close of shift evaluates each custodial supervisor's work area for quality of work, not just for completion. If not accompanied on tour by the responsible Custodial Supervisor, reports

And, returns to work site the following shift to commend crew for good performance and/or encourage completion and, if necessary, corrective measures; suggests improvements in standards to

GOOD

OUTSTANDING

B. Personnel Functions

1. Trains employees

Trains and retrain Custodial Supervisors and Custodial Assistants as required to upgrade quality and efficiency of performance; enrolls staff in customer service program such as Connections.

And, sets up regular cleaning and equipment training schedules for each shift. Notes needs and initiates training in supervisory/personnel relations issues. Applies learning from SUPERCUNY. Anticipates situations calling for specialized training and requests assistance from Principal or Admin. Sup.

2. Assures safety and health of Custodial Employees

Provides training in moving heavy objects, handling hazardous materials, etc. Applies OSHA standards for usage and handling of necessary chemicals. Assures proper procedures are being followed.

And, anticipates and reports potential safety and safety and health problems in situations of short staffing, or scheduled events, deliveries, etc. Is alert to changed working conditions or abatement Projects.

3. Initiates corrective discipline

Initiates verbal and written warnings to problem college assistants, custodial assistants, and custodial supervisors; supports efforts to resolve issues at pre-disciplinary stage. Transmits and discusses documented reprimands with Asst. Principal and takes corrective action; seeks assistance from Principal when issues are complex or

And, initiates verbal and written warnings to problem college assistants, custodial assistants and custodial supervisors; reviews progress of each employee no later than one week after problem is noted; reviews with Custodial Supervisor issues noted in drop files. Participates in and has a reputation for fairness in investigation of

Senior Custodial Supervisor
Page Four

GOOD

OUTSTANDING

