

Haysville USD #261
Employee Performance Review
Laundry Aide

EMPLOYEE INFORMATION

Employee Name

Location

Job Classification

Evaluator Name

REVIEW GUIDELINES

Directions:

As with any evaluation process, the intent is to provide information that will enable the employee to improve job performance. Individuals needing to improve in an area shall be given specific information as to the reasons why improvement is needed and time to correct any deficiencies.

Check one rating for each function. The evaluator may comment on any marking but functions marked "Marginal" or "Unsatisfactory" shall include suggestions for improving performance.

Complete this Employee Evaluation using the following scale:

Outstanding – Performance is so successful at this element of your job that special note should be made.

Very Good – Performance at this level is consistently better than average.

Satisfactory – Performance is at or above the standards required.

Marginal – Performance is somewhat below the minimum standard for this element of your job. There appears to be, however, potential and the willingness to improve.

Unsatisfactory – Performance on this element of your job is well below the standards and potential and/or willingness to meet the minimum standards is not immediately apparent.

REVIEW OF ESSENTIAL JOB FUNCTIONS

1. Keep a daily record of all work and count every piece of laundry per day for the purpose of accountability of the school's assets.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

2. Keep a record of all items used in each sport and work with coaches on lost items to ensure that all equipment is used properly.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

3. Order supplies and towels as needed for the purpose of keeping all supplies in stock and the schools functioning efficiently.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

4. Clean all laundry area to ensure a safe working environment.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

5. Manage job duties with mobility, agility and dexterity to maintain an effective work schedule by lifting items in and out of the machines.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

6. Communicate effectively and work cooperatively with school district staff and community members to ensure a positive work environment.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

7. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

8. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the department.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

COMMENTS AND SIGNATURES

Evaluator Comments:

Employee Comments: _____

I have discussed this performance evaluation with the employee.

Evaluator's Signature

Date

I have reviewed this performance evaluation.

Administrator's Signature

Date

I have read this evaluation of my performance and discussed it with my evaluator.

Employee's Signature

Date