



## Facilities Manager Assistant Performance Review

Employee \_\_\_\_\_ Supervisor \_\_\_\_\_

Completed by \_\_\_\_\_ Date \_\_\_\_\_

Using the scoring scale & descriptors below, this form will be completed individually by both employee and supervisor, after which a performance conference between them will occur and a summary evaluation will be written by supervisor, signed by both employee and supervisor, and placed in the employee's personnel file.

N/A -- Unrated -- Used for employees who have been in their positions less than three months and have not established themselves in a clear performance category at appraisal time or is not applicable to position

1 -- Impressive -- Exceeds position description responsibility

2 -- Effective -- Meets position description responsibility

3 -- Limited -- Performance consistently does not meet expected levels. May need to improve performance in certain areas. Provide explanation for rating and examples for improvement

4 -- Inadequate -- Performance consistently does not meet expected levels. Specific performance improvement plans must be established and completed immediately. Provide explanation for rating and examples for improvement

\_\_\_\_\_ Administer custodial activity, preventive maintenance (including volunteer training), and emergency response in conjunction with Facilities Manager

Comments: \_\_\_\_\_

\_\_\_\_\_ Coordinate with Facilities Manager(s) and outsourced vendors/workers at all facilities

Comments: \_\_\_\_\_

\_\_\_\_\_ Coordinate with staff to ensure proper set up and take down of furniture and equipment in all facilities

Comments: \_\_\_\_\_

\_\_\_\_\_ Assist Facilities Manager(s) with monitoring hardware functions of security systems

Comments: \_\_\_\_\_

\_\_\_\_\_ Establish and maintain a list of activities requiring custodial involvement

Comments: \_\_\_\_\_

\_\_\_\_\_ Provide emergency "on call" services, as possible

Comments: \_\_\_\_\_

\_\_\_\_\_ Assist Facilities Manager(s) with scheduling of outside contractors, as necessary

Comments: \_\_\_\_\_

\_\_\_\_\_ Complete other emerging maintenance needs of Timothy Lutheran Ministries, as needed

Comments: \_\_\_\_\_

\_\_\_\_\_ Assist eMist fogging at all facilities, as needed

Comments: \_\_\_\_\_