

EERSTERUST CARE AND TRAINING CENTRE
PERFORMANCE ASSESSMENT

Name of Employee :

Job Title : Gardener, Care-taker and cleaner

Main Purpose of Job : Gardening and care-taking & cleaning of the premises

Minimum relevant qualification required :

Grade 8 or equivalent

Minimum relevant experience required :

- 5 yrs Gardening and cleaning experience

Internal Mandate Levels : None

Internal / External Customers : Staff and general public in respect of vegetable gardening service

Key Performance Areas	Output / Outcomes	Agreed score	Development notes
1. Provide a gardening service	Create and maintain a general gardening service Create and maintain a vegetable garden for the school's own use and for sale to the general public Ensure adequate watering of plants and vegetables Clean, maintain and safeguard gardening machinery, equipment and tools Inform Principal of requirements for gardening service Any other duty given from time to time at the discretion of the Principal		

2. Provide a care-taking service to the premises	Safeguarding of the premises by: Unlocking main gate & class-room doors Locking main gate & class rooms doors Lock and unlock garage Check that all other entrances to the premises are securely locked Check that all windows are closed Check for holes in surrounding fence and report to Principal if there are any Check that all taps are closed properly Check that all toilet cisterns are functioning properly Report any outbreak of fire or thefts/burglaries to the Principal		
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TOTAL SCORE:

DIVIDE BY NO OF KPA'S:

FINAL SCORE:

Scorecard criteria

Unacceptable – minus 2 = No bonus

Require improvement – minus 1 = No bonus

Competent – 0 = 50% bonus

Exceeds – 1 = 75% bonus

Vastly exceeds – 2 = 100% bonus

Date: _____

Signature of Employee: _____

Signature of Employer: _____