

**QUEST ASSET MANAGEMENT, INC.
PERFORMANCE EVALUATION**

Name: _____

Property: _____

SS # _____

Purpose of Review

Evaluation Period (fill in dates)

From: _____

To: _____

Annual
 New Hire
 Promotion

Transfer/Job Change
 Disciplinary Action
 Other

Final approval by:

Signature: _____

JOB TITLE: PORTER

REPORTING: Reports to the Maintenance Supervisor and Property Manager and works as a teammate with the Community staff, especially the Maintenance Staff.

EVALUATION KEY: YES = Acceptable Performance NI= Needs Improvement N/A= Not Applicable

ESSENTIAL FUNCTIONS:

- _____ 1. Clean garbage compactor, dumpsters, and enclosures.
- _____ 2. Empty garbage dumpsters into compactor / container
- _____ 3. Water lawns, shrubs, and flowers, as needed.
- _____ 4. Maintain & monitor sprinkler and drainage systems.
- _____ 5. Pick up garbage throughout property.
- _____ 6. Replace light bulbs tor outside lighting as delegated by Maintenance supervisor / Manager.
- _____ 7. Install and maintain fences and gates as assigned.
- _____ 8. Assist in inventory control and upkeep of all ground equipment and supplies.
- _____ 9. Assist with emergency and preventative maintenance.
- _____ 10. Clean laundry room and mailbox areas.
- _____ 11. Clean/maintain pool and/or jacuzzi area including cleanliness of pool furniture.
- _____ 12. Clean pool and spa of debris, check chemical balance daily and adjust chemical balance as required and complete the pool log.
- _____ 13. Clean breezeways, entry areas and under stairways.
- _____ 14. Advise the Property Manager of any landscape and/or other exterior liability hazards.
- _____ 15. Perform pressure washing as instructed by supervisor.
- _____ 16. Assist in de-icing of sidewalks, stairs and parking lots as required.
- _____ 17. Perform any additional duties assigned by the Property Manager or the Maintenance Technician

JOB PROFICIENCIES:

- _____ 1. Grounds keeping or gardening experience.
- _____ 2. Possess basic maintenance experience.
- _____ 3. Ability to positively interact with a wide range of people.
- _____ 4. Practices good safety habits.
- _____ 5. Demonstrates willingness to learn other property tasks.
- _____ 6. Appearance compatible with image of property.
- _____ 7. Share on-call duties with maintenance staff and responds promptly to calls.
- _____ 8. Has pool certification (If not, score "NI")
- _____ 9. Employee has the requirements and knowledge to temporarily perform the duties of the Assistant Maintenance or Lead Maintenance positions, in their absence. (If not, score "NI")

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk and hear. The employee is occasionally required to climb or balance and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance, color vision, peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- _____ 1. Is the employee able to perform the duties listed above?
- _____ 2. At the time of this evaluation, did the employee request reasonable accommodations to perform essential functions, noted above?

If "Yes" to question #2 above, what accommodations were requested?

GOALS	
Progress in achieving goals set during last review.	New Goals

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ACKNOWLEDGEMENT:

I, _____, have reviewed this employee evaluation and am able to perform the duties and agree to adhere or improve to these standards as a condition of my employment.

This employee evaluation and my job description should not be construed to imply that these requirements are the exclusive standards of the position. The employee will follow any other instructions, and perform any other related duties, as may be required by their Supervisor.

I understand that employment with Quest Asset Management, Inc. is at will, meaning that employment may be terminated at any time for any reason without specific prior notice.

I understand that this is not an employment contract but merely an acknowledgement of the company's evaluation of my performance during the *Evaluation Period* listed on page one of this form.

Employee Signature

Date

Property Manager's Signature

Date

Regional Supervisor Signature

Date