



Two Hour-A-Day Custodian/School Assistant Position  
Recommendation Form at School/Facilities  
OPS-F020

\_\_\_\_\_ has applied for a 2-hour-a-day (select one:  
 Custodian or  School Assistant) position at \_\_\_\_\_.  
*(School/Department)*  
The applicant interviewed for this position on \_\_\_\_\_.  
*(Date)*

**Please check below to confirm the required items are attached to this form:**

- Employee’s attendance report
- Employee’s last annual performance evaluation

**Recommendations:**

Driver Programs Manager:                      Approval:                       Disapproval:   
Signature \_\_\_\_\_

Building Services Manager:                      Approval:                       Disapproval:   
Signature \_\_\_\_\_

Student Transportation Manager:                      Approval:                       Disapproval:   
Signature \_\_\_\_\_

Department Head:                      Approval:                       Disapproval                       N/A:   
Signature \_\_\_\_\_

Principal:                      Approval:                       Disapproval:                       N/A:   
Signature \_\_\_\_\_

This individual is **Approved**  or **Disapproved**  for this position.

Chief Operations Officer: \_\_\_\_\_ *(Signature)*                      Effective Date: \_\_\_\_\_

Comments: