



# HOUSEKEEPING

## SUMMARY

High-energy housekeeping supervisor successful at working with all hotel departments to facilitate communication, quality and service initiatives. Hardworking and resourceful with strong communication skills and adaptable approach. Maintains proper documentation of duties accomplished during work shift and reports safety hazards or maintenance deficiencies for proper handling. Reliable housekeeping worker dedicated to keeping areas clean, organized and tidy. Knowledgeable about cleaning infection-prone areas such as bathrooms with care and attention to detail. Well-organized team player committed to guest satisfaction.

## SKILLS

- Cleaning methods
- Ergonomics and safety training
- Bloodborne pathogen training
- Natural cleaning products
- Focused and detail-oriented
- Dusting
- Exceptional time management
- Exceptional communicator
- English language fluency
- Hospitality background
- Customer-oriented
- Quality assurance controls
- Excellent oral and written communication
- Customer service-focused
- Hardworking
- Supply inventory management
- Guest amenity replenishment
- Decision making skills

## EXPERIENCE

Housekeeping / Cracker Barrel Old Country Stores - Fenton, MO

06/2019 - Current

Responsible for the cleanliness and sanitation of multiple areas of the hospital.

- Reviewed daily schedules to plan out cleaning routines and gather needed supplies.
- Maintained floors with regular sweeping, mopping and vacuuming.
- Monitored supply levels of cleaning supplies and placed orders when necessary.
- Dusted, swept and mopped to maintain clean, safe environment for clients.
- Helped prevent spread of infections by sanitizing surfaces, furniture and equipment.
- Exceeded facility standards regularly by working with detail-oriented approach.
- Kept trash cans empty by removing regularly from rooms, bathrooms and hallways.
- Wiped down surfaces and refilled soap and hand sanitizer to prevent spread of germs.
- Responded quickly to calls for spills and other potentially dangerous situations.
- Organized custodial closets to easily find equipment and supplies.
- Followed company uniform, performance and security policies with every job.
- Sorted and disposed of trash and recycling materials to keep common areas clean and organized.
- Identified major repair and maintenance needs and notified management of concerns.

# Kaiser Permanente Housekeeping Procedure Manual

**RM Cervero**



## **Kaiser Permanente Housekeeping Procedure Manual:**

*Human Resource Director's Corporate Communications Manual* Linda L. Trainor, 1990      The MTM Journal of Methods-time Measurement ,1978      Health planning reports subject index United States. Health Resources Administration, 1979      *Health Planning Reports: Subject index. 4 v* United States. Health Resources Administration, 1978

**Human Resource Management** Hasanraza Ansari, 2021-06-25 Human Resource Management is an operation in companies designed to maximize employee performance in order to meet the employer's strategic goals and objectives. It is a process of recruiting, selecting employees, providing proper orientation, induction, and training and developing skills. This is a brief introductory book that explains the methodologies applied in the rapidly growing area of Human Resource Management. In addition, it also explains the issues that we come across while managing workforce diversity and the major challenges faced by HRM. This book will be useful for students from management streams who aspire to learn the basics of Human Resource Management. Professionals, especially HR managers, regardless of which sector or industry they belong to, can use this book to learn how to apply the methods of Human Resource Management in their respective project environments. Human resource management (HRM) or HR is the strategic approach to the effective and efficient management of people in a company or organization such that they help their business gain a competitive advantage. HR professionals manage the human capital of an organization and focus on implementing policies and processes. Human Resource Management teaches HRM strategies and theories that any manager, not just those in HR, needs to know about recruiting, selecting, training, and compensating people.      *The ACT Cytogenetics Laboratory Manual* Association of Cytogenetic Technologists, 1991. Revised and expanded to cover advanced instrumentation techniques. There are three separate chapters on peripheral blood culture, continuous cell lines, and prenatal diagnosis and culture, and new chapters on solid tumours, fragile sites, and molecular cytogenetics.      Universal Precautions Gina Pugliese, Patricia Lynch, Marguerite Jackson, 1991. Provides sample policies and procedures for infection control programs related to the prevention and management of bloodborne infections, including personnel management and training, and use of protective barriers.      **Environmental Health Perspectives** , 2008

**Pollution Prevention Guide for Hospitals (excluding Medical Wastes)** , 1998      BNA's Employee Relations Weekly , 1996      *Executive Housekeeping Today* , 2007      *Plasters' Guide* , 1918      **Health planning reports subject index. pt. 3, 1980** United States. Health Resources Administration, 1979      *Proceedings of the 37th Annual Professional Development Conference* American Society of Safety Engineers, 1998      Proceedings , 1998      Vitreoretinal Disorders Glenn Yiu, 2018-05-28. This book discusses the newest trends, concepts, and advancements in the management of vitreo-retinal conditions. The field of retina is rapidly changing with new advances ranging from stem cell therapy, gene therapy, and editing new drug targets, novel delivery systems, and innovative technologies in advanced ocular imaging and surgical techniques. The goal is to provide a way to update practitioners and trainees on how the field of retina is changing. Areas of focus include new

technologies particularly in ocular imaging and vitreo retinal surgery major new clinical trials particularly those that are shifting practice patterns or addressing novel therapies and novel research that is altering the classification and diagnosis of retinal conditions as well as management strategies and prognostic predictors for vitreo retinal diseases This volume is essential reading for generalist and specialist ophthalmologists and useful for residents and fellows training in various subspecialties

**Endoscopy in the Era of Antibiotic Resistant Bacteria, An Issue of Gastrointestinal Endoscopy Clinics** Jacques Van Dam, 2020-09-15 Together with Consulting Editor Dr Charles Lightdale Dr Jacques Van Dam has put together the first ever monograph that tackles the challenges of infection prevention by endoscopists and interventional endoscopists Dr Van Dam has selected authors who have learned valuable lessons in hospitals where antibiotic resistant infections occurred as well as regulating bodies like the Food and Drug Administration FDA and the Centers for Disease Control and Prevention CDC who are trying to both resolve what happened and create as much as possible an evidenced based response in an effort to protect the public Articles are specifically devoted to the following topics Introduction to Transmission of Infection Potential Agents Transmitted by Endoscopy Genetic Mutation and Natural Selection of Resistant Bacteria How did We Get Here Nosocomial Infections A History of Hospital Acquired Infections Endoscope as Vector for Transmission Methods for Endoscope Reprocessing Novel Algorithms for Reprocessing Drying and Storing Quality Systems Approach for Endoscope Reprocessing You Don t Know What you Don t Know Role of the FDA From Device Regulation to Crisis Management Hospital Outbreaks Patient as Vector and Victim Society Guidelines Where is the Consensus New Age Antibiotics Role of the CDC From Hospital Outbreak to Crisis Management Readers will come away with latest information they need to prevent infections in their endoscopy suites and hospitals

**Good Housekeeping** ,1997      **Today's Facility Manager** ,2006      Transit Journal ,1918

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