

## **Leah Garcia**

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### **Experience**

**Vons                    18-Aug-2017 to 25-Jul-2018**

**Floral Clerk/ Courtesy Clerk**

Clean bathrooms, clean flower buckets, water plants, make arrangements, unload pallets, cut product, count distress, make tags, bag groceries, help customers to cars, keep work area clean, sweep and mop

**Four Seasons Hotel And Resorts                    11-Apr-2017 to 24-Aug-2017**

**Housekeeper**

Vacuum, sweep, mop, change sheets, refresh refrigerators, make any arrangements the guest requested clean bathrooms and fold clothes if the request it.

**JBS                    16-Oct-2016 to 23-Dec-2016**

**Packer**

Pack meat, keep work area clean, make sure I am appropriately dressed for the temperature I work in.

**Jack In The Box                    1-Aug-2016 to 22-Nov-2016**

**Cashier/ Drive-Thru Cashier**

Count money, take orders, clean bathrooms, clean dining area, clean drive thru, memorize to make drink (shakes, coffees, and limited time drinks), take out trash

**Vons                    16-Jul-2014 to 5-Jan-2015**

**Floral Clerk/ Courtesy Clerk**

Clean bathrooms, clean flower buckets, water plants, make arrangements, unload pallets, cut product, count distress, make tags, bag groceries, help customers to cars, keep work area clean, sweep and mop

**Jacob E. Tauber MD                    21-Jun-2012 to 26-Aug-2014**

**Volunteer/Assistant**

Clean office, answer calls, faxed, worked on labels and files, learn to make appointments, I did this throughout my summers in high school to help gain work experience

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### **References**

**Arrora (Manager of Jacob E. Tauber Office)**

**1505 Wilson Terrace, Glendale, Ca 91206**

Tel:8185021130

**Robert Jr. (Supervisor Of Vons)**

**4520 Sunset Blvd, Los Angeles, Ca**

Tel:3236622121

**Maria (Manager at Jack In The Box)**

**15030 Perris Blvd, Moreno Valley, Ca**

Tel:9514859653

**Valee (Supervisor of Housekeeping Dept.)**

**300 S. Doheny Dr. , Los Angeles, Ca 90048**

Tel:3102732222

**Housekeeping Test**

1. During which of the following situation(s) should you wear gloves?
  - a) When handling disinfectant solutions
  - b) When cleaning guest rooms
  - c) When handling soiled linen
  - d) When handling or disposing of waste
  - e) All of the above
2. Which of the following should be cleaned daily?
  - a) Chairs, lamps, and tables
  - b) Tabletops, bed, and handrails
  - c) Grab bars, light, tops of doors and counters
  - d) Floors, sinks, toilets, and latrines
  - e) All of the above
3. True or False: You do not need to use a separate cloth for cleaning bathrooms.
4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.
5. Should the following be cleaned daily or weekly? Circle one.

a) Floors	Daily/ Weekly
b) Toilets and latrines	Daily/ Weekly
c) Carpets in guest rooms	Daily/ Weekly
d) Carpets in offices	Daily/ Weekly
e) Soiled linen	Daily/ Weekly
6. The best way to clean the floors:
  - a) Scrubbing
  - b) Dry sweeping and dusting
  - c) Sweeping, mopping and dusting
  - d) Wet mopping
7. What should do if you spill liquids or see a liquid spill?
  - a) Leave it for someone else to clean- up
  - b) Wait until the end of your shift to clean it
  - c) Flag the spill and clean it up immediately
  - d) Not sure
8. The proper procedure for cleaning spills of blood and other body fluids is:
  - a) Wearing gloves, clean with cloth soaked in chlorine solution and follow up with disinfectant solution
  - b) Find the janitor on- duty and ask him to clean it up
  - c) Grab whatever is closest and wipe up immediately, then mark "Biohazard"
  - d) Nothing
9. What do you do if you encounter with bed bugs in a guest room?

*Report it to a supervisor*

10. What do you do if you find Lost and Found items in a guest rooms?

*Report it to a supervisor.*

11. Describe the difference between a disinfectant and a cleaning solution?

*Disinfecting is used to kill germs on surfaces with chemical. Cleaning solution is fixing impurities like dirt.*