

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 through out my summers in high school to help gain work experience

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

Name: _____

Score /14

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 solution.
Cleaning is fixing impurities like dirt.