

Wayne Smith

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SUMMARY OF SKILLS

- Over two years of solid, hands-on experience working in the janitorial and maintenance industry
- In-depth knowledge of safe chemical usage as well as operating different kinds of cleaning machines
- Flexible in working a variety of shifts and available for overtime as needed
- Self-motivated and able to complete tasks with little or no supervision
- Hard worker with an ethical and professional demeanor

AREA OF EXPERTISE

Janitorial

- Promptly cleaned rooms, hallways, lobbies, stairways, as well as windows and windowsills to make sure that cleanliness, as well as health standards were met.
- Stripped, sealed, finished, and polished floors.
- Cleaned glass, and mirrors, using soapy water and other cleaners and squeegees.
- Dusted and polished furniture and equipment.
- Maintained janitor closets as well as cleaning equipment in an organized and safe manner.
- Carefully operated shampoo and carpet cleaning equipment including vacuums.
- Organized and managed the proper labeling, dilution and use of all chemical cleaners.
- Gathered and emptied trash as well as serviced, cleaned, and supplied restrooms.
- Strictly followed correct procedures for the use of chemical cleaners and power equipment to prevent damage to floors, carpets and fixtures.
- Ordered supplies and equipment needed for cleaning and maintenance duties.
- Quickly notified managers concerning the need for repairs of equipment.

EMPLOYMENT HISTORY

Sunburst Youth Academy, Los Alamitos, CA
Janitor and Beach Clean-up

September 2013 to January 2016

EDUCATION AND PROFESSIONAL DEVELOPMENT

Los Angeles Technology Center, Los Angeles, CA
GED

Projected Graduation Date of March 2017

Sunburst Youth Academy, Los Alamitos, CA
Safety and Janitorial Training Program

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Dishwasher Test

70%

C 1) After washing your hands, which item should be used to dry them?
a) Clean apron
b) Sanitized wiping cloth
c) Single use paper towel
d) Common used cloth

C 2) While washing dishes by hand, which item should you wear?
a) Cutting glove
b) Oven Mitt
c) Rubber glove
d) Nothing

d 3) When should you wash your hands?
a) Before you start work
b) After handling non-food items (garbage, money, cleaning chemicals)
c) After using the restroom
d) All of the above

a 4) If you need to move a heavy load, you should PULL and not PUSH the object.
a) True
b) False

C 5) Which of the following could you be at risk for getting burned from?
a) Steam from boiling pots
b) Hot liquids (coffee, soup, tea)
c) Hot equipment (ovens, pots, chafing dishes)
d) Harsh chemicals
e) All of the above

C 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
a) True
b) False

C 7) What should you 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 immediately
d) Not sure

C 8) When handling hot items you should?
a) Wear rubber gloves
b) No need to wear anything
c) Use an oven mitt or dry cloth towel
d) Nothing

C 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
a) Rinsing
b) Scraping
c) Washing
d) Sanitizing

b 10) What is the proper method for cleaning and sanitizing stationary equipment?
a) Spray with a strong cleaning solution and wipe with a sanitized cloth
b) Spray with a sanitizing solution, then rinse with clean water and dry
c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution