

# Raniqua Corbett

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1/11/17 @ 12:30 p  
chg to 2:30 p

## OBJECTIVE

**Skilled Supervisor;** Offering extensive skills in personal care and housekeeping. Seeking a Health Care Aide position to utilize my compassionate nature and skills in helping clients with daily chores.

## EDUCATION & POST-GRADUATE DEVELOPMENT

### Home Health Aid/Clinical

Taking Time to Care | Graduated: May 2016 | Upper Darby, Pa

### KEY STRENGTH

- Physical Strength
- Organizational
- Cleanliness
- Patience
- Customer Service
- Attention to Detail
- Direct Contact
- Interpersonal Skills
- Medical Knowledge

## EMPLOYMENT HISTORY

### Diversified Supportive Services

Philadelphia, Pa

Direct Support Professional

02/2017-10/2019

- Prepared behavioral support plans for consumers diagnosed with mental and physical disabilities
- Responsible for monitoring, observing physical and mental condition
- Supported patients by providing housekeeping and laundry services
- Record patient information by making entries in the patient journal, notifying nurses of any changes or unusual conditions
- Maintain a safe, secure, and healthy patient environment by following standards and procedures, following prescribed dietary requirements and nutrition standards

### Granny's Helping Hands

Philadelphia, Pa

Home Health Aide

03/2016-02/2017

- Monitors patient condition by observing physical and mental condition
- Exercise, housekeeping, and laundry service
- Shopping for food and other household requirements
- Preparing and serving meals and snacks, and running errands

### Epic Health Services

Philadelphia, Pa

Home Health Aide

02/2015-11/2016

- Assist clients who are unable to care for themselves or perform daily tasks
- Compassionate and understanding
- Provide service to clients who want to stay in their own homes
- Helping clients with personal hygiene tasks
- Medication monitoring

### Jevs at Home

Philadelphia, Pa

Home Health Aide

04/2012-11/2014

- Transportation to doctor's offices and appointments
- Companionship, feeding, and mobility
- Make daily living comfortable for clients



Multiple Choice (6 points)

- B 1) Carbonation \_\_\_\_\_ the rate of intoxication.  
a) Slows down  
☒ b) Speeds up  
c) Does nothing to
- B 2) What are the six most commonly used spirits?  
a) Sweet and Sour, Triple Sec, Grenadine, Midori, Lime Juice and Cranberry Juice  
☒ b) Vodka, Whiskey, Gin, Bourbon, Rum and Tequila  
c) Chardonnay, Cabernet Sauvignon, Champagne, Merlot, Sauvignon Blanc, Zinfandel  
d) Kahlua, Vodka, Frangelico, Gin, Tequila, Spiced Rum
- B 3) You can accept an expired ID as long as all other information is correct.  
a) True  
☒ b) False
- B 4) If someone has had too much to drink, serving them coffee will help sober them up.  
a) True  
☒ b) False
- D 5) What are the acceptable forms of ID for Alcohol Consumption?  
a) State or Government Issued ID Card or Drivers License  
b) Passport or Passport ID Card (as long as it lists the person's date of birth)  
c) School ID or Birth Certificate  
☒ d) A & B  
e) A, B & C
- B 6) If there is no shaker tin available to scoop ice for a drink, it is okay to use a glass.  
a) True  
☒ b) False

Vocabulary (9 points)

Match the word to its definition

- |                                |  |
|--------------------------------|--|
| <u>I</u> "Straight Up"         | <del>a)</del> Used to crush fruits and herbs for craft cocktail making                                       |
| <u>E</u> Shaker Tin            | <del>b.)</del> Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured |
| <u>H</u> <del>X</del> "Neat"   | <del>c)</del> To serve chilled liquor in a chilled stemmed cocktail glass with no ice                        |
| <u>A</u> Muddler               | <del>d.)</del> To pour 1/2 oz of a liquor on top   |
| <u>B</u> <del>X</del> Strainer | <del>e.)</del> Used to measure the alcohol and mixer for a drink   |
| <u>E</u> Jigger                | <del>f.)</del> Used to mix cocktails along with a pint glass and ice   |
| <u>G</u> Bar Mat               | <del>g.)</del> Used on the bar top to gather spills  |
| <u>C</u> "Float"               | <del>h.)</del> Requesting a separate glass of another drink  |
| <u>D</u> "Back"                | <del>i.)</del> Means to serve spirit room temperature in a rocks glass with no ice                           |

Raniqua Corbett

Name: Raniqua Corbett

Score /14

Housekeeping Test

11/24/19

(12)

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. False

4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture. True

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?

Let my supervisor know immediately

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

Take it to lost and found immediately

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

Disinfectant works by using chemicals to kill germs.  
Cleaning solution removes germs, dirt and impurities from  
surfaces or objects.



**Multiple Choice**

(24)

- ✓ A 1) Food is served on what side with what hand?  
a) On the left side with the left hand  
b) On the left side with the right hand  
c) On the right side with the left hand  
d) On the right side with the right hand
- ✓ D 2) Drinks are served on what side with what hand?  
a) On the left side with the left hand  
b) On the left side with the right hand  
c) On the right side with the left hand  
d) On the right side with the right hand
- ✓ D 3) Food and drinks are removed on what side with what hand?  
a) On the left side with the left hand  
b) On the left side with the right hand  
c) On the right side with the left hand  
d) On the right side with the right hand
- ✓ A 4) What part of a glass should you handle at all times?  
a) The stem  
b) The widest part of the glass  
c) The top
- ✓ D 5) When you are setting a dining room how should you set up your tablecloths?  
a) Neatly and evenly across the tables  
b) The creases should all be going in the same directions  
c) The chairs should be centered and gently touching the table cloth  
d) All of the above
- ✓ D 6) If you bring the wrong entrée to a guest what should you do?  
a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn  
b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served  
c) Try to convince the guests to eat what you brought them  
d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

**Match the Correct Vocabulary**

- |                            |   |
|----------------------------|---|
| ✓ <u>D</u> Scullery        | ✓ <del>A</del> Metal buffet device used to keep food warm by heating it over warmed water   |
| ✓ <u>E</u> Queen Mary      | ✓ <del>B</del> Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron) |
| ✓ <u>A</u> Chaffing Dish   | ✓ <del>C</del> Used to hold a large tray on the dining floor  |
| ✓ <u>B</u> French Passing  | ✓ <del>D</del> Area for dirty dishware and glasses  |
| ✓ <u>G</u> Russian Service | ✓ <del>E</del> Large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| ✓ <u>F</u> Corkscrew       | ✓ <del>F</del> Used to open bottles of wine   |
| ✓ <u>C</u> Tray Jack       | ✓ <del>G</del> Style of dining in which the courses come out one at a time  |