

### SELF-ASSESSMENT GUIDE

|                                                                                                                                                                                                                                      |                                                                                                                                                            |           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Qualification                                                                                                                                                                                                                        | <b>HOUSEKEEPING NC II</b>                                                                                                                                  |           |
| Certificate of Competency 1:                                                                                                                                                                                                         | <b>PROVIDE HOUSEKEEPING TO GUESTS</b>                                                                                                                      |           |
| Certificate of Competencies Covered                                                                                                                                                                                                  | 1. Provide housekeeping Services to Guests<br>2. Provide/ Service housekeeping requests.<br>3. Provide advice to guest<br>4. Liaise with other departments |           |
| Instruction:<br><ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul> |                                                                                                                                                            |           |
| <b>Can I...?</b>                                                                                                                                                                                                                     | <b>YES</b>                                                                                                                                                 | <b>NO</b> |
| <b>Provide housekeeping services to Guests</b>                                                                                                                                                                                       |                                                                                                                                                            |           |
| • Accept and record guest/ staff housekeeping requests and service delivery under enterprise policies and procedures                                                                                                                 |                                                                                                                                                            | ✓         |
| • Confirm and note details of requests made under enterprise procedures                                                                                                                                                              |                                                                                                                                                            | ✓         |
| • Request not related to housekeeping and referred to the appropriate department.                                                                                                                                                    |                                                                                                                                                            | ✓         |
| <b>Provide/ Service housekeeping requests</b>                                                                                                                                                                                        |                                                                                                                                                            |           |
| • Identify service/item obtained through liaison with other staff in accordance with enterprise procedures                                                                                                                           |                                                                                                                                                            | ✓         |
| • Locate and deliver required items to guest rooming accordance with enterprise procedures                                                                                                                                           |                                                                                                                                                            | ✓         |
| • Set up equipment in guest room in accordance with the request of the guest                                                                                                                                                         |                                                                                                                                                            | ✓         |
| • Remove from guest room requested items in accordance with enterprise procedures.                                                                                                                                                   |                                                                                                                                                            | ✓         |
| <b>Provide advice to guest</b>                                                                                                                                                                                                       |                                                                                                                                                            |           |
| • Advise guest on services and items available through housekeeping department                                                                                                                                                       |                                                                                                                                                            | ✓         |
| • Advise guest on use of items delivered to guest room                                                                                                                                                                               |                                                                                                                                                            | ✓         |
| • Demonstrate to guest the proper use of delivered item the guest room                                                                                                                                                               |                                                                                                                                                            | ✓         |
| • Liaise with other staff and department to provide support services                                                                                                                                                                 |                                                                                                                                                            | ✓         |
| <b>Liaise with other departments</b>                                                                                                                                                                                                 |                                                                                                                                                            |           |
| • Report equipment malfunction is to appropriate personnel                                                                                                                                                                           |                                                                                                                                                            | ✓         |
| • in accordance with enterprise procedures                                                                                                                                                                                           |                                                                                                                                                            |           |

# Self Assessment Guide

**SB Merriam**



## **Self Assessment Guide:**

## Whispering the Secrets of Language: An Psychological Journey through **Self Assesment Guide**

In a digitally-driven earth where screens reign supreme and immediate interaction drowns out the subtleties of language, the profound secrets and emotional nuances hidden within phrases usually move unheard. However, situated within the pages of **Self Assesment Guide** a captivating literary prize pulsating with raw emotions, lies an extraordinary journey waiting to be undertaken. Published by a skilled wordsmith, this enchanting opus invites visitors on an introspective journey, lightly unraveling the veiled truths and profound impact resonating within ab muscles material of each word. Within the mental depths with this moving evaluation, we will embark upon a genuine exploration of the book is primary subjects, dissect their fascinating writing model, and succumb to the effective resonance it evokes serious within the recesses of readers hearts.

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