

Work Processes Schedule

HOUSEKEEPER (COMMERCIAL, RESIDENTIAL, INDUSTRIAL)

RAPIDS: 0943N

O*NET/SOC: 37-2012.00

REVISION DATE: 12/2014

Perform professional cleaning duties. Clean carpets. Maintain various floor coverings. Perform general cleaning such as dusting and mopping. Use appropriate disinfectants and cleaning materials. Order and stock materials and maintain financial records. Perform minor facility and equipment repairs.

Applicable Ratings/MOS

USMC MOS None

USCG None

USN CS

Related Instruction

Any trade related schools/courses totaling 144 hours

Additional Requirement

None

Total Hours: **2000**

Skill	Description	Hours
A	<p>MAINTENANCE AND REPAIRS</p> <p>Use electric buffers, vacuum cleaners, shampooers and shop tools. Proper use of brooms, mops buckets, ladders, and squeegees. Make minor repairs to electrical equipment used in normal work processes. Maintain cleaning equipment. Identify and perform proper use of hand tools, paints, etc. Identify and perform proper use of potentially hazardous chemicals used in cleaning and spot removal.</p>	650
B	<p>SAFETY</p> <p>Use standard safety precautions when operating cleaning equipment, using electricity, and handling chemicals. Learn and use proper methods for safer and less strenuous movement of furniture and equipment. Observe safety measures to avoid accidents and identify possible accident areas. Practice accident prevention measures. Use proper protection to safeguard against disease. Cleaning of infirmary rooms. Personal hygiene.</p>	200
C	<p>INVENTORY CONTROL</p> <p>Maintain levels of materials needed for overall cleaning. Order, receive, issue, control, and store cleaning supplies. Maintain cost records of cleaning supplies and materials.</p>	150
D	<p>OPERATIONS</p> <p>Perform floor care including vinyl, quarry tile, and terrazzo coverings. Clean baths (fiberglass and porcelain). Carpet maintenance. Identify fibers and spots. Identify proper method of cleaning. Clean walls - painted, papered, and paneled. Clean ceilings - painted, textured, and wood. Clean windows, draperies, shades, glass, and blinds. Clean fixtures. Clean furniture - fabric, vinyl, etc. Clean kitchens. Clean office spaces. Perform spot removal using proper chemicals.</p>	1000

