

SELF-ASSESSMENT GUIDE

Qualification	HOUSEHOLD SERVICES NC II		
Project:	PERFORM HOUSEHOLD CHORES/ACTIVITIES		
Units of Competency :	<ul style="list-style-type: none"> • CLEAN LIVING ROOM, DINING ROOM, BEDROOMS, TOILET AND KITCHEN • WASH AND IRON CLOTHES, LINEN AND FABRIC • PREPARE HOT AND COLD MEALS/FOOD • PROVIDE FOOD AND BEVERAGE SERVICE 		
Instruction: <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check in the appropriate box opposite each question to indicate your answer. 			
Can I?	YES	NO	
• Clean ceilings, walls, window edges, sills and surfaces using suitable cleaning procedures and techniques			
• Sweep and polish floors using appropriate polishing and sweeping procedures and according to floor types			
• Use appropriate cleaning supplies, materials and equipment according to soil and litter types			
• Clean furnishings and fixtures			
• Dust curtains, draperies, furniture and room accessories			
• Empty ash trays and waste baskets			
• Vacuum carpets			
• Position furniture to give comfort, convenience and match room lay-out			
• Clean and store polishing/cleaning equipment and tools after use following safety procedures and manufacturer's specifications			
• Store cleaning supplies and materials			
• Carry out routine cleaning maintenance following standard operating procedures			
• Vacuum mattress and replace soiled linens, pillowcases and towels with clean, fresh and ironed linens, pillowcases and towels			
• Make up beds and cots			

• Clean bathroom ceilings and tile walls with suitable cleaning supplies, materials and equipment		
• Scrub and disinfect bath tub, lavatory and toilet bowls		
• Replenish bathroom supplies and replace defective bathroom accessories		
• Sanitize rooms and maintain a clean room environment		
• Wash soiled dishes, pots and pans		
• Store cleaned/dried dishes, pots, pans and linens		
• Clean kitchen appliances, fixtures, tables and chairs		
• Mop and dry kitchen floor and walls		
• Check and sort soiled clothes, linens and fabrics according to texture, color, size and defects		
• Wear personal protective paraphernalia while using stain removing agents/chemicals		
• Treat and remove stain using appropriate removing agents or chemicals		
• Store all stain removing agents and chemicals after use		
• Prepare laundry area, washing equipment, laundry supplies and materials		
• Perform laundry		
• Dry clothes, linens and fabrics		
• Iron and fold clothes, linens and fabrics and store in designated cabinets		
• Prepare ingredients according to recipes		
• Cook soup and vegetable dishes according to recipe		
• Cook pasta grain and farinaceous dishes according to recipe		
• Cook meat and egg dishes and sea food according to culinary methods and recipe		
• Present cooked dishes		

• Check and maintain quality of cooked dishes before serving		
• Prepare appetizers		
• Prepare sauces, dressings and garnishes		
• Prepare desserts and salads		
• Store excess foods and ingredients		
• Prepare dining area prior to service		
• Set-up table		
• Lay table cloth without creases		
• Lay table appointment and fold napkins on the table		
• Check food for completeness and correctness before serving		
• Place foods on tray using the left hand and according to food and beverage serving procedures		
• Serve the food from the left side using the left hand in serving		
• Fill/refill water goblets from the right side without spilling		
• Serve beverage on a bar tray from the right side of the client being served		
• Check from time to time the needs of the client until they moved out from the dining area		
• Buss out soiled plates/flat wares from the right side of the client and bring these to the washing area.		
• Remove side plates, knives, condiments/shakers, ashtrays and other soiled items		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
Candidate's signature:	Date:	