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CHAPTER III

TRAINEE PERFORMANCE

A. Placement and Coordination

Housekeeping is a department which concerns with cleanliness, neatness, completeness, and health of the entire room. The Housekeeping department is a part of dormitory UMN housekeeping service that provides maintenance, cleaning the guest room, lobby, student lounge, garden, parking lot, public toilet, emergency stair, canteen, office CCTV, locker's room. Housekeeping is divided into two sections: public area and room section.

1. Housekeeping Department with Security Department:

The guest room is a private place for the guest and the dormitory spent lots of money to ensure privacy and security. Before cleaning the room, the writer asks for the key to the security in each lobby, (building A/ building C), another job of security is checking the temperature of every student, housekeeper, check the existence of those who live in the dormitory every day.

2. Housekeeping Department with Engineering

Housekeeping report and write to the book for a complain, like an example after cleaning the room find some damage, like top leaked, Ac is broken, Ac remote, walls peeling off.

3. Housekeeping Department with Supervisor

Supervisor checking absent as always in every week. Supervisor also reporting if someone doesn't come or absent to work in the dormitory UMN.

4. Housekeeping Department with Manager

Housekeeping as a leader always checks and make a weekly schedule and consult it with the manager of dormitory UMN. Any employee who works in dormitory UMN can do consultation if there is a problem. Housekeeping with manager signing KM4, and KM5. Provide information to the manager for a permit situation, ask all the information detail of dormitory UMN'S for making an Industrial Placement report.

B. Job Description

As a trainee in the housekeeping department in Dormitory UMN, the writer does an Industrial Placement Program from 7 July 2020- 30 November 2020. The writer learns how to use cleaning equipment such as a polishing machine, the writer knows what a chemical use for, the writer cleaning the room with sop, dusting, sweeping mopping, spotting, brushing, window cleaning. The writer cleaning public area too, like gardening, parking lot, gardening, pulling up grass, brushing rock, in building A, B, C. Cleaning main lobby, locker, clean building area or the writer usually called routine in everyday, toilet, public toilet, brushing the floor, spotting lobby, emergency exit A, B, C. This is the detail of table below:

Table 2.4 Working Table

No.	Job	Frequency	Coordination
1.	Dusting, sweeping, moping	Routine	Mr. Ariyandi Mr. Feryanto
2.	Toilet cleaning	Routine	Mr. Ariyandi Mr. Feryanto
3.	Gardening	Routine	Mr. Aridi Mr. Ariyandi
4.	Window cleaning	Routine	Mr. Ariyandi Mr. Feryanto
5.	Room cleaning	Routine	Mr. Ariyandi
6.	Brushing Floor	Not a Routine	Mr. Sadam/Mr. Feryanto/Mr. Ardi
7.	Spotting	Not a Routine	Mr. Sadam/Mr. Feryanto/Mr. Ardi

8.	Wall Spotting	Not a Routine	Mr. Sadam/Mr. Feryanto/Mr. Ardi
9.	Pantry Cleaning	Not a Routine	Mr. Sadam/Mr. Feryanto/Mr. Ardi
10.	Revoke the Grass	Not a Routine	Mr. Sadam/Mr. Feryanto/Mr. Ardi
11.	Panel Room Cleaning	Not a Routine	Mr. Sadam/Mr. Feryanto/Mr. Ardi
12.	Create A Weekly Schedule	Not a Routine	Student
13.	Emergency Stairs Cleaning	Not a Routine	Mr. Sadam/Mr. Feryanto/Mr. Ariyandi
14.	Scrubbing Floor	Not a Routine	Mr.Fahreza, Mr.Sadam.

C. Problem and Solution

1. Lack of chemicals (because the chemicals it provides are lacking and there are not much stock, ask the supervisor or the employee for the chemicals)
2. Lack of equipment (because available equipment it's not much for the employee using it, use alternately)
3. Rework what has been done (because what the writer thinks the employee and the supervisor give the student job desk that has been done and repeated and reworked)

Solution:

1. Borrow the equipment with a count of time.
2. Make some checklist table for equipment.
3. Wait for using some equipment, take turns.
4. Make good management like attendance, using chemicals, and equipment.
5. Find job desk for quality and more importantly for clean.