

CHAPTER III

TRAINEE PERFORMANCE

A. Placement and Coordination:

In the industrial placement the writer choose housekeeping department. the reason why the writer choose housekeeping for industrial placement because the writer its more enjoy working in housekeeping department.

1. Housekeeping Department

a. CSO

- CSO it is like the housekeeper and also the leader in UMN Dormitory because their control the industrial placement student likes the writer to make sure their do the right job. CSO also always inform to our supervisor about our job in UMN Dormitory

b. Security

- Their always check our body temperature to make sure we always in healthy situation in the Covid-19 pandemic
- Security also have a coordination to our industrial placement student because if we want to clean the room we must come to the security and also if in the room has a complain we must talk to the security and after that we wrote in Complain book

B. Job Description

- Cleaning Building A
 - Dusting
 - Sweeping
 - Moping
 - Brushing (wall, stairs, etc.)
 - Extra job (when we finish our routine job)
 - Cleaning Security office
 - Cleaning the toilet
- Special project

- Brushing (wall, stairs, floor, emergency stairs)
- Gardening
 - Sweeping the leaves
 - Extra job (pulling grass, brushing sidewalk, brushing basketball court)
- Room cleaning (for leader only)
 - Cleaning bathroom
 - Dusting the bed
 - Sweeping
 - Moping
 - Check if there any complain and inform to the security

C. Problem and Solution.

- **Problem during Internship**
 1. The different of the chemical and also the equipment from the campus to the UMN Dormitory.
 2. The working hour sometimes the leader make the schedule which is not according to our whistles
 3. Sometimes the equipment is limited so that makes the author waiting to take turn to use the equipment.
 4. At the first day of Industrial placement the author need time to adapt in UMN Dormitory
- **The Solution about the problem in Internship**
 1. The writer must to know about the chemical and the function about the chemical. Ask the employee or supervisor if you don't know the function
 2. Ask the leader of this week if the writer has some request of the schedule.
 3. Ask the supervisor about the limited equipment and request about the new equipment.
 4. Because in the new situation and also in the new area the writer need time to adapt but after 2- 3 weeks the writer can work perfectly.

