

Unit-4

Planning work of Housekeeping

Main point

- DUTY ROTAS AND WORK SCHEDULE

ROTA

- **ROTA**: It is a list showing times & names for people to take their turn to perform duties.
- Duty Rota is essential due to the following reasons:
 - It ensures that sufficient number of staff are available at a particular given period of time to complete work.
 - Staff should not work over the number of duty hours as mentioned in their terms of employment.
 - To make sure that staff get their regular off so that their output remains high.

ROTA

- To do the planning of off days for each staff.
- Duty Rota helps in preparing attendance & payroll.
- It informs who were on duty in case of breakout of fire.

ROTA

- Factors to be taken into consideration while making duty Rota:
- Average working hours when the department is operational.
- Total number of full time, part time which are on payroll.
- Number of casual staff present
- Total number of hours each employee works per day, per week & per year.
- Provision of tea/ meal breaks in the company.
- Productivity i.e. output of each employee per day & per working period.

ROTA

- Day offs, holiday periods, medical leaves as well as last minute sick leave ,absenteeism.
- Amount of workload in one day.
- Special cleaning activities(for e.g. spring cleaning) or renovation activities.

DUTY ROSTERS

- **ROSTER**: It is a list of people's name & the jobs they have to do at a particular time(i.e. allotment of work). It controls the duty hours, distribution of offs & shifts. Duty roster specifies
 - JOB
 - PLACE
 - TIMINGS
 - MEAL PERIODS
 - REPORTING RELATIONSHIP
 - SPECIAL DUTIES.

DUTY ROSTERS

- Factors that should be taken into consideration while making duty roster:
- The person making the roster should have full knowledge of duty roster.
- Human relations should be taken into account.
- Hopes & ambitions of staff
- Working conditions
- Types of shifts.

Exercise

- What do you mean by duty Rota and work schedule ?

LINK

➤ www.youtube.com

Thanking you