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.
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?
Thanking you