



### Domestic Worker Training Package

This package is suitable for the employer who has already sought and secured the domestic worker of her choice, but would like to expose the domestic worker to some additional training in specific areas of work.

Regardless of the specific areas that the domestic worker will be trained in, the subjects of a job description, work plan and time management are covered in the course.

**You've Got It Maid** offers training in the following areas:

** Cleaning	Table etiquette	<b>Soon to offered courses:</b>
** Laundry (washing and ironing)	Cooking	First Aid
** Tidying	Basic etiquette	What to do in an emergency
** Child minding	Flower Arranging	Home security
Food preparation		
Baking		

**Cost of package: R1,500\*\***

### Cleaning

Training in the area of cleaning covers the following:

- Sweeping outside the house (paved, tarred and tiled and cemented areas within the yard)
- Sweeping and or vacuuming of tiles and carpets inside the house
- Mopping of tiled areas inside the house
- Polishing of furniture
- Wiping down of kitchen surfaces and appliances
- Washing, drying and packing away of dishes
- Soaking and washing of dish cloths and other materials used for cleaning purposes (e.g. mops, dusting cloths, toilet brushes)
- Wiping down of walls, window sills and wall skirting boards
- Window washing and shining

- Shining of cutlery and brass ornaments
- Wiping down of surfaces in living rooms bathrooms, pantries, and laundry rooms
- Wiping down and organizing kitchen cupboards
- Wiping down of wardrobes and shoe racks
- Organizing of wardrobes and shoe racks
- Clearing of refuse and washing of bins

## **Laundry**

Training in the area of laundry covers the following:

- Sorting of clothes by colour or ownership
- Soaking of stained or soiled clothing items prior to washing
- Washing of clothes (whether by hand or machine)
- Hanging of clothes on washing line and/or clothes horse
- Taking down of clothes from washing line
- Ironing of clothes (taking care to check care labels)
- Folding and packing away of ironed and un-ironed clothes, organizing wardrobe shelves
- Organising clothing according to use i.e. linen, formal wear, casual, kids
- Basic mending of clothes
- Washing of bed linen and napery

## **Child minding**

Training in the area of child minding covers the following:

- Bathing
- Overseeing the maintenance of general hygiene e.g. brushing of teeth, combing of hair, washing of underwear, polishing of school shoes
- Nappy changing
- Soothing mechanisms e.g. massaging, toys, pacifier (dummy)
- Administering of medication
- Maintenance of set routines e.g. Observation of meal times, nap times, bed times etc.
- Ensure kids items are packed according to daily diaries/itineraries e.g. sports wear on sports days, musical items on art days etc.
- Ensure adherence to house rules pertaining to children as set by employer e.g. packing away of toys, placing of dirty dishes in kitchen sink, etc.
- Reporting unbecoming behaviour of children to employer

## **Tidying**

Training in the area of tidying covers the following:

- Clearing of living spaces and communal areas
- Making of beds
- General household duties agreed upon between employer and domestic worker e.g. switching on and off of security lights, opening and closing of curtains, operating security equipment etc.

## **Food preparation**

Training in the area of food preparation covers the following:

- Cooking porridge for kids e.g. oats, creamy meal, Maltabella, cereal
- Preparation of lunch boxes for kids
- Basic breakfast for adults e.g. fruit slices, toast, tea/coffee
- After-school snacks and meals for kids, e.g. noodles, hot dogs, "yesterdays"
- Peeling and dicing of vegetables, defrosting of frozen items to be cooked for supper
- Preparation of own meals
- Preparation of balanced full meals for kids

## **Baking**

Training in the area of baking covers the following:

- Dough preparation and oven-baking of bread
- Dough preparation and oven-baking of scones
- Dough preparation and oven-baking of muffins.

## **Table Etiquette**

Training in the area of table etiquette covers the following:

- Laying of all napery i.e table cloths and napkins
- Glassware orientation i.e. water glass, champagne glass, red and white wine glass
- Crockery orientation i.e. breakfast plate, side plate, dinner plate, dessert bowl
- Cutlery orientation i.e. various types of forks, knives, spoons
- Placement of tableware on the table
- Use of table accessories (e.g. pot rest, napkin rings etc.)
- Set up of serving area

- Arrangement of the food and condiments
- Serving of the food by course
- When to serve the diner on the left or right
- Table language - Understanding when the diner is done with his/her meal or when they would like an additional serving
- Table clearing

**Cooking** (must be taken with Food preparation course)

Training in the area of cooking covers the following:

- Orientation around main food groups
- Pros and cons of different cooking methods
- Ideal cooking methods for main food groups
- Food seasoning
- Use of condiments
- Serving of food for aesthetic appeal

**Basic etiquette**

Training in the area of basic etiquette covers the following:

- Maintenance of personal hygiene
- Dress code on duty
- How to address employers
- Controlling personal visits at the workplace
- General (e.g. chewing gum, watching tv, answering the telephone/intercom)

**Flower arranging**

Training in the area of flower arrangement covers the following:

- Cutting of the stems
- Flower arranging
- Use of "oasis" sponge
- Hydration and ideal conditions for extended life of flowers

Terms and Conditions

\*\*The quoted cost of R1,500 relates to training in the four (4) training areas in the table above marked by \*\*. Should the employer like to add other training areas to the training programme they are welcome to do so, however, this will carry an additional charge. Should the employer like to replace one of the standard training areas, this may be negotiated with You've Got It Maid.

Please appreciate that YGIM operates on a personalised quote basis. Kindly contact us on 079 500 3438 / [info@youvegotitmaid.co.za](mailto:info@youvegotitmaid.co.za) / [namhla@youvegotitmaid.co.za](mailto:namhla@youvegotitmaid.co.za) for a personalised quote.

Training should ideally be conducted at the home of the employer. However, training at YGIM premises may be permissible, depending on availability of the premises during the requested dates, and other factors that may need to be negotiated.