

EDUCARE HOUSEKEEPING COURSE

SECTION 1:	INTRODUCTION <ul style="list-style-type: none">• Course objective
SECTION 2:	THE BASICS <ul style="list-style-type: none">• Personal Hygiene• Illnesses and Injuries• Appearance• Personality• Communication• Telephone courtesy• Answering the door• Work Ethics• Labour Law
SECTION 3:	ORGANISATION <ul style="list-style-type: none">• Duty Schedules• Daily duties• Coping with childcare and housework• Weekly Duties• Monthly Duties• Cleaning & storage of equipment
SECTION 4:	ROOM BY ROOM <ul style="list-style-type: none">• Kitchen• Living Rooms• Bathrooms• Bedrooms• Passage• Study
SECTION 5:	LAUNDRY <ul style="list-style-type: none">• Machine Washing• Hand Washing• Spot and Stain Removal• Hanging and Handling of Washing• Ironing• Storage of Laundry
SECTION 6:	BASIC FOOD PREPARATION <ul style="list-style-type: none">• Before you start• Planning• Some basic recipes
SECTION 7:	ELECTRICAL APPLIANCES <ul style="list-style-type: none">• Kettle• Iron• Vacuum cleaner• Dishwasher• Microwave• Stove and Oven• Fridge• Freezer• Packing a Dishwasher