



OHIO FCCLA LODGING EVENT HOTEL LINEN OPERATIONS RUBRIC

Name of Participants _____
Region _____

School _____
Sub-Region _____

(Regional only!)

Instructions: Check the indicators demonstrated by the student. Circle the score that best describes the level of performance based on the printed indicators of each element. **Write positive, constructive comments whenever points are lowered to help participants identify their strengths and areas for improvement.**

SELF INTRODUCTION				
<input type="checkbox"/> State name		<input type="checkbox"/> Maintains eye contact		<input type="checkbox"/> Maintains comfortable space between people
<input type="checkbox"/> State school		<input type="checkbox"/> Uses appropriate indoor voice		<input type="checkbox"/> Demonstrates good posture
<input type="checkbox"/> State project		<input type="checkbox"/> Speaks clearly		<input type="checkbox"/> Offers hand and gives firm handshake
Does not attempt self Introduction SCORE 0	Attempts introduction and/or exhibits 5 or fewer indicators. SCORE 1 2 3	Introduction lacks confidence and/or exhibits 6-7 indicators. SCORE 4	Confident, clear self introduction and/or exhibits 8-9 indicators. SCORE 5	COMMENTS:
PROFESSIONAL APPEARANCE/ATTIRE/GROOMING:				
<input type="checkbox"/> Spotless, pressed uniform according to industry standards		<input type="checkbox"/> No jewelry		<input type="checkbox"/> Cleans nails, short nail length, and no nail polish
<input type="checkbox"/> Uniform appropriately sized to body		<input type="checkbox"/> Light makeup or no makeup, if appropriate		<input type="checkbox"/> Body is free of odors
<input type="checkbox"/> Shoes are clean and safe		<input type="checkbox"/> Hair is controlled, clean, and away from face		<input type="checkbox"/> Team members' uniforms match
Appearance, attire, and grooming need improvement and/or exhibits 3 or fewer indicators. SCORE 0 1 2	Appearance, attire, and grooming lack a professional image and/or exhibits 4-8 indicators. SCORE 3 4	Professional appearance, attire, and grooming exhibiting all 9 indicators. SCORE 5	COMMENTS:	
INVENTORY COMPONENT:				
<input type="checkbox"/> Works with partner to complete inventory sheet		<input type="checkbox"/> Assignment is completed within designated time allotment		
<input type="checkbox"/> Team members effectively communicate during assignment		<input type="checkbox"/> The correct value for PAR was used to complete the assignment		
<input type="checkbox"/> Participants demonstrate active listening skills to obtain and clarify information		<input type="checkbox"/> All writing and computation was confined to assignment page		
<input type="checkbox"/> Knowledge of inventory standards evident in answers		<input type="checkbox"/> Team members made accurate computations		
Fails to complete assignment. Lack of industry knowledge. SCORE 0	Attempts assignment. Answers and computation lacks industry knowledge and/or exhibits 3-5 indicators. SCORE 1 2	Assignment is completed. <input type="checkbox"/> Answers reflect some industry knowledge and/or exhibits 6-7 indicators. SCORE 3 4	Assignment is completed. Answers reflect industry knowledge and exhibits all 8 indicators. SCORE 5	COMMENTS:
SAFETY AND SANITATION:				
<input type="checkbox"/> When moving or folding clean linen avoid contact with body or uniform		<input type="checkbox"/> Keeps clean linen off floor – if falls onto floor notifies evaluator		
<input type="checkbox"/> Works with partner to move tables		<input type="checkbox"/> If hands become contaminated by touching hair, face, body, etc., re-sanitize with dry hand sanitizer		
<input type="checkbox"/> Moves equipment safely (doesn't knock into walls, furniture, other equipment, each other)				
Unsafe or unsanitary practices. SCORE 0	Concern with safety and sanitary issues and/or exhibits 3 or fewer indicators. SCORE 1 2 3 4 5 6 7	Safety and sanitary practices need to be strengthened and/or exhibits 4 indicators. SCORE 8 9	Maintains safe and sanitary conditions during the event exhibiting all 5 indicators. SCORE 10	COMMENTS:

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School _____

BATHROOM LINENS				
TECHNIQUES FOR FOLDING: <input type="checkbox"/> Keeps job station clean as work progresses <input type="checkbox"/> Organizes work area to yield high productivity (avoiding unnecessary steps, reaching over partner, stretching over table) <input type="checkbox"/> <u>Each</u> team member demonstrates bathroom linen folding skills <input type="checkbox"/> Stacked linens face the same direction <input type="checkbox"/> Team members avoid “re-do” by folding correctly			FINAL BATHROOM LINEN DESCRIPTION <input type="checkbox"/> All like items are stacked <input type="checkbox"/> Folded edges of stacks face the judges <input type="checkbox"/> All linens are stacked into groups of 5 <input type="checkbox"/> Linens are stacked with edges evenly matched on all four sides <input type="checkbox"/> Stacks are flat/smoothed on the top <input type="checkbox"/> Linens are wrinkle-free	
Fails to fold and stack bathroom Linens. SCORE 0	Bathroom linens are not folded and stacked suitable for industry use and/or exhibits 6 or fewer indicators. SCORE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17	Bathroom linens are folded but lack professional appearance and/or exhibits 7-9 indicators. SCORE 18 19 20 21 22	Bathroom linens are neat and professional looking and/or exhibits 10-11 indicators. SCORE 23 24 25	COMMENTS:
BED LINENS:				
TECHNIQUES FOR FOLDING: <input type="checkbox"/> Keeps job station clean as work progresses <input type="checkbox"/> Organizes work area to yield high productivity (avoiding unnecessary steps, reaching over partner, stretching over table) <input type="checkbox"/> <u>Each</u> team member demonstrates bed linen folding process while maximizing productivity on first attempt <input type="checkbox"/> Teams members avoid “re-do” by folding correctly <input type="checkbox"/> Stacks are flat/smooth on top			FINAL BED LINEN DESCRIPTION <input type="checkbox"/> All like items are stacked or bundled <input type="checkbox"/> Pillowcases are folded in sets of two <input type="checkbox"/> Folded edges of stacks face the judge <input type="checkbox"/> Linens are wrinkle free <input type="checkbox"/> Linens are stacked with edges evenly matched on all 4 sides <input type="checkbox"/> Stacked linens face the same direction	
Fails to fold and stack bed linens. SCORE 0	Bed linens are not folded and stacked suitable for industry and/or exhibits 6 or fewer indicators. SCORE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17	Bed linens are folded but lack professional appearance and/or exhibits 7-9 indicators. SCORE 18 19 20 21 22	Bed linens are neat and professional looking and/or exhibits 10-11 indicators. SCORE 23 24 25	COMMENTS:

