



# *Resource Management*

JUNIOR CERTIFICATE HOME ECONOMICS



**Management** is the skilful handling or treatment of a task.

***It involves:***

- setting goals
- examining resources
- making decisions
- taking actions
- evaluating results.



**Resource Management** is the skilful handling of resources.

***It involves:***

- Researching
- Planning
- Budgeting
- Controlling
- Using all the resources available to gain the most from them in order to **avoid waste & to achieve goals.**

# Managers

- ▶ Principal of a school
- ▶ Bank Manager
- ▶ Factory Manager
- ▶ Shop Manager

# Management Skills

- Planning
- Organising
- Decision-making
- Problem-solving
- Researching
- Evaluating
- Communicating

# What are Goals?

- ▶ Goals can be defined as the tasks or aims we set for ourselves .
- ▶ Goals are different depending on the resources available.
- ▶ Can be short term, medium term and long term.

# What are Resources?

*A resource is anything that can be used to assist in the performance of a task.*

- **Personal/human resources:**  
energy, knowledge, skills & time



- **Money**



- **Commodities:** food, equipment, fabric etc

- **Community Resources:** libraries, schools, hospitals



# Home Management

- ▶ Management of resources available to keep the home running efficiently
- ▶ The task is usually performed by one or both parents, helped by other family members
- ▶ The aim is to provide a happy, healthy home environment.

# Home Management involves:

- ▶ Caring for the younger and vulnerable members of the family
- ▶ Providing a secure emotional background for the family
- ▶ Management of all financial and dietary issues
- ▶ Physical tasks eg wash up etc

# Good Management System

1. Identify and set the goal
2. Identify the resources needed and available
3. Make a plan and include time plan
4. Implement (do) the plan
5. Evaluate the plan
6. Modify (change) the plan if necessary

# Effects of Good Management

- ▶ Resources are allocated effectively
- ▶ Household tasks get done
- ▶ Money is not wasted
- ▶ Time is available for leisure activities etc
- ▶ Resources can be re-allocated after evaluation
- ▶ Everyone in the family can be involved

# Work Plans

- It is easier to get work done if there is a system in place
- Involve the whole family
- Divide the tasks into daily, weekly, seasonal categories
- Organise tasks to suit individual skills and time
- Use a rota system

# General Guidelines for Cleaning a Room

- ▶ Be organised – collect equipment needed, cleaning agents etc
- ▶ Clean from the higher surfaces to the lower
- ▶ Do not use harsh cleaners
- ▶ Follow the order of work (see next slide)

# Order of Work

1. Tidy (put items away, makes beds etc)
2. Sweep
3. Dust
4. Vacuum (if not Sweeping)
5. Wash
6. Polish

# Ergonomics

This is the study of the efficiency of people in the working environment – how good are they at getting the job done?

*The study of ergonomics involves:*

- Planning time
- Design & layout of equipment
- Sequence (order) of tasks

# Cleaning Equipment

- Buckets
- Mop
- Sweeping brush
- Basin
- Cloths
- Vacuum cleaner
- Dusters



# Cleaning Agents

- ▶ Natural Cleaning Agents: lemon juice, vinegar etc
- ▶ Detergents
- ▶ Multipurpose
- ▶ Abrasives
- ▶ Bleaches
- ▶ Disinfectants
- ▶ Polishes



# Choosing Cleaning Agents

- ▶ Read the label
- ▶ Is it for one task or multipurpose?
- ▶ Is it environmentally friendly?
- ▶ What ingredients are in it? Bleach?
- ▶ Will it damage the surface?
- ▶ What are its advantages/disadvantages?
- ▶ Are the instructions on it easy to follow?
- ▶ Is it value for money?
- ▶ How is it packaged?

# Guidelines when using Cleaning Agents

- Keep cleaning agents in one press, away from children, food, dishes etc
- Mark all cleaning agents clearly
- Do not remove from original packaging/container
- Open windows etc to allow fresh air to circulate
- Follow the instructions on the label carefully
- Protect skin and clothing while using

# Basic Rules for Home Hygiene

- Ventilate the house every morning (open windows etc)
- Clean the kitchen and bathroom daily
- Keep all surfaces washed
- Wash kitchen cloths, tea towels and bathroom towels daily.
- Make beds and tidy the bedroom

# Basic Rules for Home Hygiene

- ▶ Clean out fireplaces, tidy and dust the livingroom
- ▶ Vacuum the whole house once or twice a week
- ▶ Keep drains clean and disinfect regularly
- ▶ Wash & dry the kitchen bin & the outdoor bin every week