

<b>Position</b>	<b>Assistant Manager/ Manager - Housekeeping (Hospital)</b>
<b>Job Description</b>	<ol style="list-style-type: none"> <li>1. Manages the Soft services to ensure clean &amp; hygienic environment areas of the Hospital, Medical College.</li> <li>2. Oversight and management of Building Upkeep Services Unit primarily of common areas in the Hospital premises.</li> <li>3. Management of vendor personnel for assigned units.</li> <li>4. Manage training that includes assessing training needs of staff, and developing and coordinating programs to meet unit needs.</li> <li>5. Develop work plans &amp; implement the same.</li> <li>6. Organize and provide appropriate coordination for employee relations issues &amp; statutory compliances.</li> <li>7. Plan, schedules, inspect work, and assigns work to subordinates, supervisors and/ or teams.</li> <li>8. Applies knowledge of administration of program, resources and staff.</li> <li>9. Demonstrated ability to manage others and to communicate effectively.</li> <li>10. Develops, interprets, and applies policies.</li> <li>11. Review programs/ processes for effectiveness.</li> <li>12. Brief all staff regarding their duties, designated areas and special instructions if any.</li> <li>13. Prepare &amp; implement various checklists, at the frequency instructed in the suggested formats.</li> <li>14. Knowledge on handling Bio-medical waste.</li> <li>15. Knowledge of MCI requirements / compliances for a Hospital &amp; Medical College.</li> <li>16. Knowledge on Laundry operations &amp; Linen room management &amp; circulations.</li> <li>17. De-brief all supervised staff at the end of each shift.</li> <li>18. Monitor that the staff is cleaning in the required manner in order to ensure that the surfaces are maintained in the best possible way and to enhance their longevity.</li> <li>19. Ensure discipline, proper attire and etiquette in the staff under them.</li> <li>20. Ensure that janitor closets and storage areas are maintained in a neat and orderly manner at all times.</li> </ol>

<b>Desired candidate profile</b>	<ol style="list-style-type: none"> <li>1. Should be able to handle complete Housekeeping department independently.</li> <li>2. Ability to effectively supervise &amp; coordinate the work assigned areas of responsibility; to ensure the material, cost, work and time efforts.</li> <li>3. Working knowledge of the philosophy, objectives, methods and practices of Janitorial operations including Cleaning chemicals &amp; consumables usage, maintenance, repair of equipments, laundry, linen and waste disposal methods, hygiene &amp; sanitation standards &amp; techniques pertinent to housekeeping including scheduling, training, identification of needs and maintenance of controls.</li> <li>4. Adequate software exposure like MS Office etc.</li> <li>5. Good leadership &amp; team management skills.</li> <li>6. Excellent communication skills.</li> </ol>
<b>Experience</b>	8 - 10 years with minimum 5 years of relevant experience in reputed hospital in similar profile.
<b>Industry Type</b>	Hospital
<b>Role</b>	Managerial Level
<b>Functional area</b>	Housekeeping
<b>Education</b>	Degree / Diploma in Hotel / Hospitality Management.
<b>Compensation</b>	Maximum 5L p.a.
<b>Location</b>	Kolkata