|  |  |
| --- | --- |
| **Position** | **Executive - Housekeeping** |
| **Job Description** | * Plans and coordinates all custodial programs with custodial employees. * Checking of staff grooming. * Keeping a track of the Staff Attendance. * Maintaining proper work and physical safety measures. * Maintaining SOP as per Company Standard. * Prepares duty schedule. * Indenting the cleaning Equipments, chemicals and other supportive tools for HK Operation. * Determines replacement according to use and Budget. * Handles Client complaints and resolves the issues. * Maintains Liaison with the Clients. * Taking proper care of the Property. * Checks the various Check lists. * Maintains Housekeeping Manuals and other Operating Log books. * Conduct daily staff briefings. * Respond and following up with the Customer’s Request. * Completing tasks on the scheduled time period. * Checking staff performance. * Liaison with all other Operative Departments. * Handling of H.K Vendors. * Maintaining proper care of the Property belongings. * Re-presents the Image of the Company to the client’s / customers. * Manage Operating expenses to minimize cost while still maintaining excellent guest service. * Taking every day Property Round. * Making Snag Details and sharing the same with the Organization. * Not entertaining any kind of un-ethical practices inside the premises of the staffs during duty time. * Sharing important data related to Operation with the Management. * Garbage Management, Composter Operation. * Horticulture. * Working with good sense of decision making capability. |
| **Desired candidate profile** | * Should be able to handle complete Housekeeping department independently. * Ability to effectively supervise & coordinate the work assigned areas of responsibility; to ensure the material, cost, work and time efforts. * Working knowledge of the philosophy, objectives, methods and practices of Janitorial operations including Cleaning chemicals & consumables usage, maintenance, repair of equipments and waste disposal methods, hygiene & sanitation standards & techniques pertinent to housekeeping including scheduling, training, identification of needs and maintenance of controls. * Adequate software exposure like MS Office etc. * Good leadership & team management skills. * Excellent communication skills. Knowledge of Local language is must. |
| **Experience** | 5 years |
| **Industry Type** | Real Estate |
| **Role** | Executive Level |
| **Functional area** | Housekeeping |
| **Education** | Graduate |
| **Compensation** | Rs. 3.60 Lacs p.a. |
| **Location** | Bhubaneswar |