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| **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.
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| **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.
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| **Experience** | 5 years |
| **Industry Type**  | Real Estate |
| **Role** | Executive Level |
| **Functional area** | Housekeeping |
| **Education** | Graduate |
| **Compensation** | Rs. 3.60 Lacs p.a.  |
| **Location**  | Bhubaneswar |