



ADMINISTRATIVE STAFF COLLEGE OF INDIA
BELLA VISTA: HYDERABAD
Applications are invited for the position of
Head Supervisor – Hostel & Housekeeping

About the Administrative Staff College of India (ASCI)

ASCI is a prestigious, self-financing, institution imparting training on modern management techniques to senior managers from the Government, Public Sector Undertakings, Banks, multi-lateral organizations like World Bank, IMF, ADB, etc, and the Private Sector, to enhance their managerial capabilities.

Roles, Skills and Responsibilities as Head Supervisor – Hostel & Housekeeping :

The primary role of **Head Supervisor – Hostel & Housekeeping** is as follows:-

Executive Hostel Area :

- Supervision of all the activities in the Hostel Rooms awarded to a Contractor / Agency ;
- Ensuring cleaning of all items in the rooms ;
- Maintenance of rooms in clean, tidy and orderly manner with inventory data ;
- Thorough direction to the workforce for carrying out housekeeping activities and to take effective measures in monitoring their presence on the job and involvement ;
- Complete supervision of Housekeeping of Executive Hostel & Surrounding Location, all Buildings and Gardening Area in Bella Vista Campus ;
- Detailed understanding of Liquid Disinfectant and other pest control measures for mosquito/cockroaches / termite and application of methods in housekeeping ;
- Dusting, cleaning and brushing of all the furniture and other items in the rooms by housekeeping persons ;

- Detailed work plan of all the activities / works / jobs in the form of Standard Operating Procedure (SoP) meant for all the categories of personnel engaged by the Contractor ;
- Work Roles of each workforce shall be clearly described / defined for the works allotted ;
- Complete command in directing the contract workforce for upkeep of the Hostel Rooms and Building ;
- Vendor management ;
- Landscaping management ;
- Tools and Machinery management ;
- MIS in furnishing daily, weekly, fortnight and monthly reports ;
- Inventory management of entire hostel rooms and housekeeping material / machinery with periodical procurement action plans ;
- Vigilant over the areas especially – pilferage, theft, stealing and mechanism for curbing ;
- Shall possess (a) Customer Service Skills; (b) Communication Skills ; (c) Creating Hospitality Environment; (d) Courteous and Cordial Behaviour / Approach ; (e) Ability to lead Group of People ; (f) Friendly Personality ; (g) Attention to Problem Solution with Soft Skills and leadership qualities.

Any other jobs assigned by authorized College authority.

Requirements: A Graduate in Hotel Management / Hospitality and Hotel Management / Housekeeping Management, around 35-40 years old, with 8-10 years of post qualification experience in a similar capacity in Hotels / Hostels / Resorts / Organizations.

Remuneration: Best in the Industry on monthly consolidated salary package basis. However, remuneration shall not be constraint for deserving candidates.

Job Location: Khairatabad, Hyderabad, Telangana

Deadline for Applying: The last date for receipt of applications is **20th August 2024**

Selection Process: Suitable candidates will be shortlisted and invited by Selection Committee for the interview round.

Candidates meeting the above requirement may apply in confidence, enclosing Curriculum Vitae (CV) along with duly filled Application Format with three references by email to recruitmentasci56@gmail.com **For apply:**

[Click here \(for application format\)](#)