

SUPERVISOR - ACCOMMODATIONS

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Company: EFS Facilities Services India Pvt. Ltd.

Location: Kuwait

Category: other-general

- Responsible for overall Accommodations administration in terms of maintenance, housekeeping, forecasting Accommodations requirements and arrangements for bed space and related amenities.
- Co-ordinate with the HR department on Accommodations administration issues and seek input on company policies and procedures relating to the Accommodations.
- Monitor and control the Accommodations expenses on a daily, weekly and monthly basis. Expenses include maintenance, water and electricity consumption. Provide innovative solutions to reduce expenses.
- Manage all cleaning aspects of the Accommodations ensuring hygienic and sanitized conditions.
- Manage all fire safety aspects of Accommodations which include and not limited to:
 - Fire detection system (In coordination with landlord)
 - Fire suppression materials (In coordination with landlord)
 - Evacuation routes and procedures
 - First aid provisions
 - Best practices ensuring minimal fire hazards
- Ensure discipline in the Accommodations. Any grievances should be reported to the HR department.
- Enforce accommodation rules and ensure the safety of all occupants is a priority.
- Submit monthly reports to the HR department in line with the Accommodation policy and procedure.

- Report to the HR department daily with Accommodations and work updates.
- Immediately report any accommodation faults and repairs required.
- Coordinate with procurement for any cleaning products, spare parts and tools for the maintenance of the accommodation.
- Ensure the accommodation is in excellent condition for the monthly audit and for client visits.
- Comply with all processes and procedures (Human Resources, HSEQ, Finance, Information Technology, Procurement, Operations) which include compliance with all applicable rules and regulations of the local labour law

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