

Executive/ Officer - Housekeeping

Conceptualized in the year 2004 as a philanthropic initiative for the Eastern and North-Eastern parts of India and the neighboring countries, the Tata Medical Center (TMC) started operations in Kolkata on May 16, 2011. The hospital is governed by a charitable trust – Tata Medical Centre Trust. It is an integrated Oncology facility with well-trained professional staff and equipped with modern facilities and the most contemporary medical equipment. The hospital was designed by Cannon Design, a renowned architectural firm from North America. It is located on 13 acres of land at New Town in Kolkata, West Bengal.

The hospital is an integrated Oncology facility with well-trained professional staff and equipped with modern facilities and contemporary medical equipment. The Hospital, with a capacity of 437 beds, serves all sections of the society, with 75% of the infrastructure earmarked for subsidized treatment for the underprivileged sections. It provides a wide spectrum of services from diagnosis and therapy to rehabilitation and palliative support. The Institution's objective is to excel in service, education and research.

Tata Medical Center, Kolkata, has strived to be one of the leading cancer care and research institutions in the country and has benefited West Bengal as well as the adjoining states and neighboring countries.

To fulfill the above objectives, TMC invites applications for the position of **Officer – Housekeeping**

Job Description:

Scope of Housekeeping Operations:

The following areas are covered under the head 'Housekeeping Operations'.

1. Classic housekeeping duties involving cleaning & disinfection
2. Handling hospital waste, including biomedical waste
3. Pest control activities
4. Linen & laundry activities, including management of patient & staff linen, & staff uniforms
5. Handling office furniture

Major Deliverables:

The candidate will be responsible for all business operations related to Housekeeping (the term includes all above activities).

1. Coordination & management of outsourced vendors involved with housekeeping operations.
2. Supervision & management of housekeeping work at all sites in the hospital.
3. Coordination & management of housekeeping at external sites (e.g., Nursing Hostels).
4. Coordination between various staff and agencies involved with housekeeping operations.
5. Establish schedules, policies and procedures, related to housekeeping operations.
6. Management of office furniture in the hospital, nursing hostels as well as the guest house.
7. Inventory management of equipment, furniture & housekeeping consumables.
8. Management of special requirements for events in the hospital.
9. Supervision of all applicable legal, health & safety regulations.
10. Ensure adherence to infection control standards as per hospital policy.
11. Effective orientation and training for new staff and professional development activities for experienced staff.
12. Feedback & grievance handling, related to housekeeping operations.
13. Preparing & discussing operational reports with seniors, to make necessary improvements in operations and practices.
14. Any other work assigned, from time to time.

Qualification: Degree/ Diploma in Hotel / Hospitality Management

Experience: 1 – 5 years of housekeeping work experience in a hospital / five-star hotel.

Reporting to:

- Senior Medical Administrator – for administrative work
- Manager, Housekeeping – for daily operations

*For more details and application forms, please log on to our website today:

www.tmckolkata.com

Interested candidates may email or post applications **by 31st January 2020 to:**

Mr. Suvasish Mukherjee,
Head-Human Resources,
Tata Medical Center, 14 MAR (EW),
New Town, Kolkata – 700156.
Email – suvashish.mukherjee@tmckolkata.com.
