



ST JOSEPH'S
UNIVERSITY

ಸೈಂಟ್ ಜೋಸೆಫ್ಸ್ ವಿಶ್ವವಿದ್ಯಾಲಯ

STAFF RECRUITMENT 2024

Applications are invited for:

Non-Teaching Post:

Interested female candidates for the following non-teaching post must fill out the Google Form (link provided below) and upload their CV and a Cover Letter as attachments to the Form. The Google Form should be submitted on or before **Sunday, 22 September 2024**.

Google Form link: <https://forms.gle/yNyw37NYUSNDVV7v9>

HOUSEKEEPING SUPERVISOR (Female)

Minimum Qualification: Graduation / II PUC or 12th

Preferred Qualification: A candidate with a Housekeeping / Sanitary Diploma or relevant certification will be preferred.

Requirements: A candidate with a minimum of 5 years of experience as a Housekeeping Supervisor is preferable. The candidate should be able to communicate in Kannada, Hindi and preferably English and have a pleasing personality. The desirable age is below 40 years.

Responsibilities:

Supervising the housekeeping/maintenance personnel and teams and inspecting and overseeing their work regularly

Keeping an eye on daily operations, offering direction and maintaining the University's high standards of cleanliness and hygiene

Planning and scheduling staff work, assigning tasks, task rotation and cross-training

NOTE: The work timings will vary depending on the shift as the University runs three shifts, including a Third Shift from 2:00 pm to 9:00 pm. The selected candidates are expected to join immediately after the final selection.

St Joseph's University

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