

## **Job Description : Bungalow Manager**

**Agarwal Coal Corporation Pvt. Ltd.**

**Work Station** : Bungalow

**Location** : Indore

**Department** : Administration

**Position Title** : Manager – Bungalow

### **Key Responsibilities**

#### **1. Staff Management**

- Monitoring staff attendance & leave management.
- Allocation of work.
- Regular training and briefing of the staff.
- Monitoring behavioural aspect and groom as per requirement.

#### **2. Maintenance & Security Management**

- Timely renewing the AMC's and keeping a track of it.
- Timely Payment of TV recharge, Gas & Telephone bills etc.
- Maintenance of electrical fixture, sanitary, RO etc. within 2 days of breakdown
- Checking the CCTV, keeping vigilance to prevent any misshaping and servicing of same as per requirement.

#### **3. Housekeeping, Kitchen & Table Management**

- Proper Cleaning & Dusting through staff within time frame.
- Ensuring no breakdown or damage of household goods.
- Availability of grocery fresh vegetables & fruit's in advance.
- Follow menu chart for all meals in one day advance after consultation with concern authority.
- Availability of cutlery & utensils.
- Proper Placement of food items and cutlery on the table.
- Cleaning & removing of utensils from table after meals

#### **4. Purchase & Procurement**

- Timely purchase of all grocery items
- Proper storage of perishable & nonperishable items
- Proper management of stores.

#### **5. Vehicles Management**

- Ensure all vehicle maintenance in time.
- To always keep Vehicles ready for use at any point of time.
- Drivers schedule/Roasters manage of all vehicles.
- Fuel Management and control.

#### **6. Security Management**

- Manage the entire security of the bungalow and peripheries.

**Experience Required :-** 08 to 15 Years in Restaurant, clubs, Hotel & Bungalow.