



BIRLA GLOBAL UNIVERSITY

BHUBANESWAR

www.bgu.ac.in

Job Description: Hostel Caretaker

Position Title: Hostel Caretaker

Department: Student Affairs/Hostel Management

Reporting To: Hostel Warden/Manager

Key Responsibilities:

1. **General Supervision:**
 - Ensure the safety, security, and well-being of all residents.
 - Maintain discipline within the hostel premises and enforce hostel rules and regulations.
 - Supervise and monitor the daily activities of hostel residents.
2. **Facility Management:**
 - Oversee the cleanliness and maintenance of hostel facilities, including rooms, common areas, bathrooms, and kitchens.
 - Report and coordinate repairs and maintenance with the relevant departments.
 - Ensure proper functioning of utilities like water, electricity, and internet.
3. **Resident Support:**
 - Act as the first point of contact for hostel residents regarding grievances, complaints, or emergencies.
 - Assist new residents with orientation and settling into the hostel.
 - Provide support during medical emergencies or other critical situations.
4. **Administrative Duties:**
 - Maintain accurate records of resident occupancy, complaints, and maintenance requests.
 - Assist in allocating rooms and ensure adherence to the allocation policies.
 - Conduct periodic room inspections to ensure cleanliness and rule compliance.
5. **Coordination and Communication:**
 - Liaise with the hostel warden, security staff, housekeeping staff, and other relevant personnel for smooth hostel operations.
 - Organize and participate in hostel activities and events to foster a sense of community.
 - Communicate important notices or updates to residents effectively.
6. **Emergency Management:**
 - Respond promptly to fire, medical issues, or safety concerns.
 - Coordinate evacuation procedures and ensure resident safety during emergencies.

Qualifications and Skills:

- Minimum qualification: [Specify, e.g., High School Diploma or Bachelor's Degree].
- Experience in hostel management or a similar role is preferred.
- Strong interpersonal and communication skills.
- Ability to handle stressful situations and resolve conflicts effectively.
- Basic knowledge of administrative tasks and record-keeping.
- Familiarity with safety and emergency protocols.

Additional Requirements:

- Must reside on the campus or be available on call for emergencies.
- Commitment to creating a safe and welcoming environment for students.

Compensation:

- As per University Norms