

Post: Hostel Warden (Male/Female)

Qualifications required

- 10th Pass from any State/ Central School / Board or ITI Pass
- At least two years of experience in a Hostel / Canteen/ Hotel/ Guest House etc.

Job Description

1. The hostel warden is fully responsible to look after the whole hostel operations and its functions which include meal ordering, cleaning, and whatever else they deem necessary to maintain the hostel and be an effective manager.
2. Responsible for allotment of rooms to the students.
3. Responsible for maintenance of the hostels.
4. Looks after the quality of food served in the hostels.
5. Keeps strict discipline among students of the hostels.
6. Reports to the Director in case of any indiscipline or misbehaviour by the students.
7. Looks into the grievances/complaints of the students if found genuine.
8. Arranges for first-aid in case of any emergency and arrange for hospitalization of student/staff, if required.