



**BK SECURITY
SYSTEM PVT LTD**

**Housekeeping Services
Facility Management Services
Manpower Services**

Housekeeping, Facility Management & Manpower Services



1. Housekeeping Supervisor, Housekeeper, Pantry Boy, Chamber Maid/Boy
2. Guest House Management, Horticulture, Event Management
3. Training, Electrical Maintenance Services



Company Incorporation Registration Code	U74999TZ2020PTC035186
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Housekeeping Supervisor

This is one of the most important positions in the office since it carries responsibility for cleanliness, maintenance and aesthetic upkeep of the place. This achieved with the resources available to him of manpower, materials, machines, space and time. He will be responsible for the entire housekeeping team and their activities in the work place.

Job Description:

Title of position: Housekeeping Supervisor

Supervises: All Housekeeping & Pantry boy staff.

Co-ordinates with: Company Admin Dept., Electrician, Plumber & Vendors etc.

Scope of Work: -

1. Check all public areas against area checklists and see that they meet the standards of cleanliness stipulated.
2. Remove furniture, curtains and other fixtures, which require repair, mending, spotting etc.
3. Prepare schedule of periodical & monthly cleaning.
4. Maintain a regular and complete advance scheduled program of repair & maintain areas.
5. Prepare schedule for carpet and floor shampoo cleaning.
6. Supervise and be responsible for upkeep and maintenance of the office in that take care of cleanliness, order and appearance of the place.





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7. Maintain records of Inventory, movement of furniture, attendance of employees, material/stock in hand etc.
8. Prepare reports as per requirement of the organization.
9. Supervise preparation of maintenance, requisitions and maintain follow up file to ensure that all public areas and employees' areas do not deteriorate from standards.
10. Train all employees to perform the standard procedures as applicable to their job positions.
11. Pay particular attention to the presence of odors and pests and take preventive manners.
12. Ensure the maintenance of adequate quantities of cleaning equipment's and cleaning supplies with due regard to delivery requirements and impose restrictions where required.
13. Plan, control and supervise horticultural requirements and commitments.



Qualification Requirements of Supervisor: -

Educational Qualification: Minimum Higher secondary (12th pass)

Experience: Minimum 5 Years as Incharge / Supervisor.

Language Skills: Written and spoken English and Hindi and the local Language.

General: Possess, leadership skills, be polite to one and all, should have initiative and carry a happy team.

HOUSEKEEPER

Scope of Work: -

1. Cleaning and sanitation of the floors, walls, ceiling windows, doors and other such surfaces of the Office.
2. Cleaning and sanitation of toilets, toilets fittings, pipe fittings, floor traps, soil pipes and fittings, waste pipes and fittings etc.,
3. Dusting cleaning and polishing of office furniture.
4. Cleaning of window panels, doors and doorframes and light fittings.
5. Wet and dry scraping of floor.
6. Removal of melbas, waste papers, sweeping, dust etc.,
7. Regular maintenance of toilets and internal drainage system.
8. Clean guest/employees' bathrooms and replenish supplies.
9. Sprinkling of odors/scents at VIP places.
10. Report of missing or broken furniture or fixture to the reporting supervisor.
11. Maintain a polite, dignified and helpful attitude towards the organization employees and maintain a healthy relation with them.





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12. Providing, placing and spray deodorants insecticides and such other chemicals to keep the building and toilets and drains free from bad smell.
13. Removal of cobwebs and cleaning of carpets/door-mats/foot-mats and dry cleaning of floor by vacuum cleaner.
14. Cleaning of racks, dustbins and ash-trays.
15. Cleaning of water coolers and Venetian blinds etc.,
16. Washing and scrubbing of floors with detergents and dust removing chemicals.
17. Acid cleaning of sanitary-wares and fittings.
18. Washing and cleaning of glass-panes with chemicals.
19. Shampoo of Carpet with the help of Scrubbing Machine.

PANTRY BOY

Scope of Work: -

1. Attend the Visitor as soon as they enter the cafeteria.
2. Wish Visitor or employee as per time of the day and offer him water.
3. Fill up water bottles in all the work stations.
4. Service of Tea/Coffee to the employees and Visitors.
5. Cleaning and refilling of raw material in the Vending machine.
6. Service of Water/Tea/Coffee in the Meeting room.
7. Take care of the VIP's and a gentle bow at the time of service.
8. Replenish of raw material required at Pantry room.
9. Keep stock of all the material used or required in pantry room.
10. Cleaning and Maintains of Drawers and Cub boards.
11. Inform supervisor if pest Control is needed in pantry room.
12. Delivery of files and documents to the concerned person.
13. Distribution of Stationary, register etc. to the Employees.
14. Attending outside calls and keep the record of messages.
15. The Uniform should be spotless and well ironed. Shoes should be polished.
16. Bad breath or smell from body odors should be avoided by using a mild deodorant.
17. Proper handover and takeover of shift change so there is no confusion at work.



Facility Management Services

Guest House Management:

BK Security System offers a comprehensive range of Guest House Care Taking & Maintenance Services to the entire satisfaction of the esteem clients. We have a team of expert employees who are adept at keeping our guests satisfied by keeping the Guest House clean and cooking appropriate meals according to their taste & style. We also provide Laundry services. We help them to adjust to



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the local environment. We can customize our services as per the requirements of the guests that make us flexible and different from the others.

Housekeeping Services:

- ✓ Daily sweeping and mopping of all floor areas and rest rooms at regular intervals on continuous basis with quality cleaning materials.
- ✓ Cleaning furniture with the right cleaning agents.
- ✓ Dusting and wiping of glass doors, windows, light fittings, sign boards, telephones etc.
- ✓ Collection and disposal of garbage and waste papers at regular intervals.
- ✓ Scrubbing the floor/tiles on weekly basis.

Horticulture:

- ✓ Maintenance of lawn/garden/landscape/roads.
- ✓ Watering the areas daily at regular intervals.
- ✓ Planting and cutting shrubs.

Pest Control:

- ✓ Control of Mosquitoes, Cockroach etc.

✓ **Electrical Maintenance Services:**

- ✓ Maintenance of power panels.
- ✓ Maintenance of light fixture, power points etc.
- ✓ Detection & rectification of any abnormalities in the smooth functioning electrical fittings.

Plumbing Maintenance Services:

- ✓ Repair of W.C, flush tanks and various valves etc.
- ✓ Checking of pressure pumps.

Event Management:

- ✓ BK Security also accepts assignments to conduct seminars, conferences, AGMs, valet parking, concerts and celebrative functions etc. for the Corporate Houses and private function at all stations where our offices exist.

Training

- ✓ Our Housekeeping Staff are well trained, experienced, disciplined and know their job well. We also impart refresher and on the job training to all the staff and supervisors on regular basis through our training team.





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Manpower Services

1. Co2 Welder
2. Argon Welder
3. Press Machine Operator
4. CNC Machine Operator
5. General Helper
6. Fitter
7. Plumber
8. Painter
9. General Worker
10. Melting Helper
11. Furnace Helper
12. Loading & Un-loading Helper
13. Puffing Worker
14. Building Carpenter
15. Construction building Helper

