**Job Title: Facility Executive (Soft Services)**

Job Description:

Position Overview:

The Facility Executive (Soft Services) plays a crucial role in ensuring the smooth operation of various soft facility services within an organization. This role focuses on managing non-technical aspects such as housekeeping, janitorial services, pest control, landscaping, and cafeteria management. The ideal candidate should possess strong organizational and interpersonal skills, along with a keen attention to detail.

**Key Responsibilities:**

**1. Housekeeping and Janitorial Services:**

- Overseeing the cleaning and maintenance of all indoor spaces, including offices, restrooms, corridors, and common areas.

- Developing and implementing cleaning schedules and procedures to ensure high standards of cleanliness and hygiene.

- Supervising housekeeping staff, providing training, and conducting performance evaluations.

- Monitoring inventory levels of cleaning supplies and equipment, and coordinating replenishment as needed.

**2. Pest Control and Waste Management:**

- Coordinating pest control activities to prevent and manage infestations.

- Implementing waste management strategies to ensure proper segregation, disposal, and recycling of waste materials.

- Conducting regular inspections to identify and address sanitation and waste disposal issues.

**3. Landscaping and Grounds Maintenance:**

- Managing landscaping contractors to maintain outdoor spaces, including lawns, gardens, pathways, and parking lots.

- Planning and executing landscaping projects to enhance the aesthetic appeal of the facility.

- Monitoring irrigation systems and ensuring proper water conservation practices.

**4. Cafeteria and Catering Services:**

- Overseeing cafeteria operations, including menu planning, food preparation, and service quality.

- Managing cafeteria staff, schedules, and budgets.

- Coordinating catering services for events and meetings as required.

**5. Vendor Management:**

- Selecting and contracting with external service providers for soft facility services.

- Negotiating contracts, reviewing service agreements, and ensuring compliance with terms and conditions.

- Conducting regular performance reviews and addressing any issues or concerns with vendors.

**6. Health and Safety Compliance:**

- Ensuring compliance with health, safety, and sanitation regulations and standards.

- Conducting regular inspections to identify potential hazards and implementing corrective actions.

- Providing training and guidance to staff on safety protocols and procedures.

**Qualifications:**

- Bachelor's degree in Facility Management, Hospitality Management, Business Administration, or related field preferred.

- Proven experience in facility management, particularly in overseeing soft services.

- Strong leadership and team management skills.

- Excellent communication and interpersonal abilities.

- Knowledge of cleaning and sanitation best practices.

- Familiarity with relevant regulations and standards related to facility management.

- Ability to multitask and prioritize tasks effectively.

- Proficiency in computer applications such as MS Office and facility management software.

The responsibilities and qualifications outlined above are intended to describe the general nature and level of work performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities and qualifications required of facility executives in soft services.