

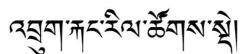
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Home **Of Happiness**

Position	Responsibilities	Criteria/Qualification/Documents required
Helper	ResponsibilitiesCleaning and Housekeeping✓ Maintain cleanliness of hostel rooms, bathrooms, corridors, and common areas.✓ Sweep, mop, and dust regularly to ensure a hygienic 	
	Maintenance Assistance	
	 ✓ Report any damages, leaks, or malfunctions in the hostel to the warden or maintenance team. ✓ Assist with minor repairs, like changing light bulbs or fixing simple issues. 	
	Monitoring Supplies	





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Home **Of Happiness**

 Assist in maintaining an inventory of cleaning materials and hostel supplies. Refill items like soap, toilet paper, and other essentials in bathrooms and common areas.
Supporting Hostel Warden
 ✓ Follow instructions given by the warden regarding hostel upkeep and resident support. ✓ Help maintain order and ensure smooth hostel operations under supervision.
Assisting Visitors and Residents
 ✓ Guide visitors to the appropriate area and ensure visitor protocols are followed. ✓
 Provide support to new residents for settling into the hostel.
Emergency Assistance
 ✓ Assist in emergencies such as cleaning up after accidents, spills, or helping during medical situations. ✓ Provide first-level support until professional help arrives.
Miscellaneous Tasks
 ✓ Run errands such as fetching supplies or delivering messages within the hostel. ✓ Assist with organizing hostel events or recreational activities as needed.