

Dormitory

Written by WVSU Medical Center

OBJECTIVES

The Dormitory / Housekeeping Section aim to:

- Accept occupants as either permanent or as transient boarders on daily or monthly basis.
- Provide quality service, comfort, safety, good environment, clean facilities yet affordable.

FUNCTIONS

The Dormitory / Housekeeping Section has the following functions:

- Propose and submit policy on the operation of Dormitory and Housekeeping Section.
- All operations are planned, organized, controlled, directed implemented and monitored.

- Register and accommodate clients

- Housekeeping supplies and materials for utilization are requested and monitored.

- Supervise Housekeeping Staff assigned to maintain cleanliness and orderliness on all hospital areas of consignment.

- Prepared and submit monthly income and occupancy report.

- Coordinate with Maintenance section on matters requiring repair and trouble shoot of facilities.

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