

SUPERVISOR

1. Manage daily schedules, employee shifts, and time-off requests
2. Assign duties to employees and oversee their progress
3. Provide guidance and feedback to employees when needed
4. Supervise all area and ensure the cleaning works
5. Ensure all the restroom and garden area hygiene at regular interval
6. Ensure premises rules and regulations are followed
7. Handle customer and employee complaints
8. Resolve conflicts to the employees
9. Ensure all inner and outer area cleaning
10. Maintaining staff attendance.
11. Ensure the Staff Safety