

Maharshi Karve Stree Shikshan Samstha

Karvenagar, Pune-411052.

TEL. - 020-25313000/25313200.

We are hiring for the following posts at various units under Samstha:

Post No. 1 –Bakery Manager

**Qualification – Degree / Diploma in Hotel Management & Catering Technology from
Recognized Institute**

Experience – 10 years in the relevant field

Job Description:

- 1 Overseeing the bakery department/store management
- 2 Ensuring bakery staff delivers outstanding customer service
- 3 Ensuring staff greets customers in a welcoming manner
- 4 Delegating tasks on a daily basis
- 5 Implementing advertising and marketing strategies
- 6 Ensuring compliance with food safety procedures/ensuring food safety standards are met
- 7 Maintaining extensive knowledge of baking techniques and bakery products
- 8 Presenting specialty cakes
- 9 Training staff on bakery products, and rules
- 10 Directing Cooks of bakery on efficient cooking
- 11 Creating bakery department policies and procedures and workplace practices/enforcing
- 12 Ensuring bakery product quality through quality control
- 13 Ensure adequate product quantity
- 14 Presenting baked goods
- 15 Monitoring inventory levels/Inventory control
- 16 Maintaining clean, safe and hygienic environment in Bakery
- 17 Organise and plan and develop sales activity of bakery products
- 18 Coordinating activities with other departments
- 19 Introducing quick sale items for creating increased sales
- 20 Monitoring decorating standards
- 21 Solving grievances raised from staff and customers

22 Following employment laws

23 Creating financial reports, such as Budget, profit and loss statements etc

24 Reporting to the Superiors on Bakery activities.

Post No. 2 –Sports Co-ordinator.

Min. Qualification – M.Ed. (Physical Education).

Experience – Minimum 2 years of experience in sports.

भूमिका आणि जबाबदाऱ्या

१) मैदानाचे व्यवस्थापन पाहणे.

२) विविध शाखांचे मैदान आरक्षित करण्याची जबाबदारी व त्याचे वार्षिक नियोजन करणे ,विविध शाखांना याबाबतील माहिती देणे .

३) क्रीडा समितीच्या मार्गदर्शन अंतर्गत संस्थेच्या क्रीडा समितीचे कामकाज करण्यास मदत करणे व क्रीडा समितीच्या संदर्भातील सर्व नोंदी अद्यावत ठेवणे

४) संस्थेच्या मध्यवर्ती क्रीडा साहित्य कार्यालयाचे व्यवस्थापन पाहणे . उदा. क्रीडा साहित्य खरेदी करणे, साहित्य देवाण घेवाण करणे, क्रीडा साहित्याची देखभाल करणे .

५) संस्थेचे मैदान भाडे तत्तावर देण्यासाठी प्रधान कार्यालयाशी संपर्क साधून व्यवस्थापन करणे.

६) संस्थेच्या ज्या शाखेत क्रीडा शिक्षकाची नेमणूक नाही अशा शाखांना त्याच्या गरजेनुसार शासकीय / आंतरमहाविद्यालय स्पर्धेकरिता शाखांच्या शिक्षकांबरोबर संघ व्यवस्थापक म्हणून जाणे

Post No. 3 –Groundman

Min. Qualification – Minimum 12th Pass.

and computer knowledge required.

भूमिका आणि जबाबदाऱ्या

१) क्रीडा समन्वयकाला त्याच्या कामात सर्व आवश्यक ती मदत करणे .

२) क्रीडा कार्यालय ची देखभाल करणे.

३) मैदानाच्या देखभाली संदर्भातील सर्व कामे करणे.

४) क्रीडा साहित्याची देवाण घेवाण करणे.

५) क्रीडा समितीच्या मार्गदर्शन नुसार सर्व कामे करणे .

६) पुणे शाखेमध्ये सर्व शाखांमध्ये दिलेल्या वेळापत्रकाप्रमाणे कामे करणे .

Post No.4 – Jr.Electrical Engineer

Min. Qualification – D.E.E./ B. E.

Experience – 8 to 10 years in Maintenance of Electrical installations, execution, estimation, and bill checking.

Age Criteria- Maximum age limit for this post is 35 years.

Job Description – Electrical Engineer.

1. To assist seniors in designing, planning, and overseeing maintenance activities, major projects and other samstha-related works.
2. Ensure that all electrical work of Vaastu Vyavastha and the Construction Department complies with statutory as well as safety requirements.
3. Review and check all assigned project electrical installation drawings for compliance with all project instructions (Single-line diagrams, electrical equipment location drawings, plan drawings, details, schematics, wiring diagrams, etc.) for installation requirements.
4. Liaising with MSSEDCL ,
5. Coordinating with Electrical Consultants , suppliers , Contractors on project design
6. Perform system calculations and studies for electrical power systems – load flow, voltage drop, motor starting, short circuit studies, and relay coordination studies.
7. Ensure that new techniques and innovative ideas are investigated and assist Construction Department in providing a comprehensive maintenance service
8. Conducting site visits and surveys in and around Pune , outside Pune to collect the data as per work requirements.
9. Preparing cost estimation, Bill of Quantity and material requirements reports for specific projects.
10. Checking of Vendor, Contractor, labours Bill and Certifying the same .
11. Coordination with architects, contractors, suppliers and other professionals to meet the project outcomes.
12. Participating in project meetings and providing required technical support.
13. Inviting quotations , preparing Comparative statement and Work orders
14. Preparing work pass of labors , Coordinating with Labors and giving them proper technical instructions to carryout the work .
15. Monitoring work progress, quality and compliance with building codes and regulations.
16. Able to work on M.S. Excel and M.S. word.
17. Filing and Maintaining Documents
18. Able to work on M.S. Excel and M.S. word.
19. Assist in preventative Maintenance system and ensuring an effective process is in place, together with an effective “day-to-day” reactive breakdown response service, ensuring a safe and efficient service to users.
20. Assist in undertaking regular Electrical Safety audits and reviews to ensure high standards of Safety compliance are maintained by staff and Contractors at all times.
21. Ensure smooth working of Generator sets and assist Vaastu Vyavastha in its

- routine preventive maintenance.
22. Carry out regular site visits in and around Pune and Outside Pune ,to ensure the progress of work .
 23. Preparing monthly Unit wise Electricity bills.
 24. Attending daily maintenance Complaints received from Various branches and solving them asap.
 25. Looking after maintenance of Passenger Lifts , Telephone intercom systems , Air Conditioning Units , Solar water heating System, water pumps , CCTV .

Post No.5 – Security Supervisor

Qualification – Graduation from any stream; Ex-army man.

Experience – 15 to 20 years.

Job Description :

1. Handling of all Security Systems as per requirements of Samstha's all branches.
2. Daily routine checkup of all Security guards with their timings at all suggested spot by Samstha.
3. Train to security personnel about Security and safety procedures.
4. Evaluate, assess, and analyse performance of security personnel.
5. Initiate disciplinary measures wherever necessary.
6. Provide security to office staff, buildings and properties as per instructions.
7. Keep the premises free from all kinds of dangers.
8. Screen visitors before allowing them to enter the premises.
9. Maintain all security devices and products in good working condition.
10. Develop and implement preventative measures against accidents, thefts, and other risks.
11. Ensure compliance of applicable policies and regulations while implementing security measures.
12. To work with confidential and classified information.
13. Conduct regular walk-throughs and security inspections for assigned facilities.
14. Communicate to management personnel regarding issues and or situations occurring within the facility, via both written and verbal communication methods.
15. Assist students, faculty, and visitors as per their need.
16. Respond to medical emergencies to provide first aid, CPR or a support as needed until medical personnel arrive.
17. Monitor surveillance cameras and verify visitors / Employees Identification Cards
18. To keep liaison within Samstha's Units Head, Security Agencies & with Police Stations for any type of incidence as per requirement with consent of the Samstha's Head.
19. To look after Parking System of the Samstha/its Unit with the help of Parking & Security Guards
20. To see the discipline & Security of residential students, day students & Visitors with the help of Security Guards & Head/In charge of the branches with consent of Samstha's Head
21. To monitor Security Guard's attendance & Bill checking.
22. To perform any other duty as per seniors instructions.

23. Monitor Fire Hydrant systems , Fire Extinguishers as and when necessary.
24. To take necessary action in disaster situation.
25. Maintaining and Filing the documents.
26. Maintaining all Emergency services Numbers
27. Ready to travel in and around Pune and outside Pune for samstha related work.
28. Ready to work in shifts.