



## JOB DESCRIPTION

<b>Job Title:</b>	Resident Executive (Warden)	<b>Division/Department:</b>	Hostel Management
<b>Grade:</b>	Executive	<b>Reports to:</b>	Chief Operating Officer PABM

<b>Job Purpose</b>	To oversee the overall operations, safety, discipline, and upkeep of the BAM hostel. The Hostel Warden ensures a clean, functional, and harmonious living environment for athletes and staff residents while maintaining proper records, supporting administrative coordination, and handling financial and emergency duties effectively.
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### Job Description and Responsibilities:

#### **1. Resident Management & Welfare**

- Oversee the safety, comfort, and conduct of all hostel residents.
- Act as the first point of contact during emergencies, including medical, behavioral, or facility-related incidents.
- Arrange or accompany residents (especially athletes) to the clinic or hospital when necessary.
- Keep accurate records of check-ins, check-outs, room allocations, and incidents.
- Liaise with coaching staff, Performance Admin, or parents where relevant.

#### **2. Hostel Operations Oversight**

- Conduct regular inspections of rooms and shared areas to ensure safety, cleanliness, and functionality.
- Enforce curfew hours and conduct random spot checks to monitor compliance.
- Check for prohibited items (e.g., sharp objects, vapes, any items stated in Hostel Rules and Regulation) during random room inspections.
- Conduct weekly random headcount checks to confirm residents are in their assigned rooms and that no unauthorized persons are present.
- Ensure room condition checklists are completed at both check-in and check-out.
- Report and escalate serious misconduct or violations immediately to HR Department.
- Coordinate repair and maintenance tasks with the Facility Department.
- Ensure all rooms are in good condition and ready for use.

#### **3. Room Allocation & Administrative Support**

- Assist Performance Admin in room assignments for:
  - Foreign Exchange Programs
  - TID Camps and National Camps
  - External visitors and team stay
- Handle check-in/check-out logistics including keys, orientation, and briefing.
- Keep hostel floor plans and occupancy lists updated.

#### **4. Financial Administration**

- Manage and reconcile hostel petty cash, ensuring all claims are documented and submitted accurately.
- Liaise with Finance Department on payments, top-ups, and reimbursements.
- Keep records of all hostel-related expenditures.

#### **5. Hostel Rules, Policies & Reporting**

- Draft, update, and enforce hostel rules and regulations, including curfews, quiet hours, hygiene standards, etc.
- Propose or revise hostel policies for improved efficiency and safety.



- Submit weekly hostel reports and checklists to the designated supervisor.
- Report on room usage, incidents, maintenance needs, and activity summaries.

#### **6. Community Engagement & Cleanliness Promotion**

- Organize small-scale activities to encourage bonding and well-being among residents.
- Promote discipline, respect, and cleanliness within the hostel environment.

#### **7. Hostel Upkeep Planning & Budgeting**

- Plan the annual hostel upkeep and maintenance schedule, including inspections, repainting, repairs, and asset replacement.
- Prepare and submit an annual budget proposal for hostel operations, maintenance, supplies, and improvement needs.
- Work with relevant departments to forecast operational needs and track actual vs. planned spending.

#### **Other Responsibilities:**

- Support BAM events, meeting, camp and etc involving hostel use.
- Ensure rooms and facilities are prepared before arrival and cleaned after departure.
- Be familiar with BAM's emergency SOPs and respond swiftly during critical incidents.
- Undertake any other duties as assigned by the **Chief Operating Officer PABM**, or BAM's Management Committee from time to time, in line with the evolving needs of the Association.