

JOB DESCRIPTION

TITLE OF POST: ASSISTANT COOK TS 2
NAME OR ORGANIZATION: MINISTRY OF HEALTH
DIVISION: TRAINING OF HEALTH PROFESSIONALS
DEPARTMENT: KINGSTON SCHOOL OF NURING

SUMMARY STATEMENT

Assists cook (s) with the cooking of and serving of meats, vegetables, rice and other carbohydrates. Cleans food preparation areas and equipment

REPORTS TO: CAFETERIA MANAGER

Main Responsibilities

- Trims, washes and seasons meats
- Sets meat to cook
- Sets rice and other carbohydrates
- Cooks vegetables and soup
- Serves students
- Cleans stoves and ovens
- Apportions cooked food into containers for distribution to students in clinical areas
- Any other duties assigned

REQUIRED SKILLS AND COMPETENCIES:

- Possesses a valid Food Handler's permit

EDUCATION AND EXPERIENCE

- No special education or experience required

JOB DESCRIPTION

TITLE OR POST: HOUSE WARDEN TS 2
NAME OF ORGANIZATION: MINISTRY OF HEALTH
DIVISION: TRAINING OF HEALTH PROFESSIONALS
DEPARTMENT: KINGSTON SCHOOL OF NURSING

SUMMARY STATEMENT

Assists with the general management and maintenance of the home and its environments.
Assists in the care and comfort of all students who live in the home.

REPORTS TO: HOME SISTER

Main Responsibilities

- Maintains discipline in residence
- Supervises daily, house keeping staff in carrying out their ascribed duties
- Responsible to see to the upkeep and maintenance of the students' rooms
- Generally responsible to see that the students' rooms are as comfortable as possible.
- Keeps record of day-to-day maintenance problems that arise. e.g furniture, fixtures, lighting, leaking taps, etc.
- Reports directly to Housemother/Administrator on any problems/situations
- Keeps up to date records of stock (linen/utensils/equipment), furniture and fixtures
- Ensures that sheets, pillow cases, tablecloths, etc., are properly cleaned and ironed.
- Checks periodically to ensure that lights, air-conditioning units, toilets, basins and baths are in good functioning order and reports those not functioning.
- Ensures First Aid Kit is appropriately stocked.
- Performs the duties of the Housemother in her absence
- Any other duties assigned from time to time.

REQUIRED SKILLS/COMPETENCIES

- Ability to work as part of a team or on own
- Ability to work for long periods and at nights.
- Be a very honest person of great integrity
- Knowledge of basic First Aid
- Knowledge of general housekeeping practices.

EDUCATION AND EXPERIENCE

- No special education or experience required.

JOB DESCRIPTION

TITLE OF POST: CLEANER/ATTENDANT (FEMALE) TS 1

NAME OF ORGANIZATION: MINISTRY OF HEALTH

DIVISION: TRAINING OF HEALTH PROFESSIONAL

DEPARTMENT: KINGSTON SCHOOL OF NURISNG

SUMMARY STATEMENT

Responsible for the general cleaning and maintenance of offices, classrooms, sickbay, TV room, passages, lobby and adjoining restrooms. Keeps pantry clean and tidy. Serves water

REPORTS TO: HOME SISTER

Main Responsibilities

- Cleans classrooms, conference room and adjoining restrooms
- Cleans offices and adjoining restrooms, library, patios, and passages
- Cleans sickbay and TV room
- Cleans lobby, Telephone Operator's booth, and security post
- Dusts and wipes all chairs and tables in lobby area
- Cleans students' rooms and patios when requested
- Keeps pantry tidy and cleans
- Serves water and drinks and keeps utensils clean
- Assists with the preparation and serving of food and drink for special functions
- Washes and irons tablecloths, etc., when required
- Hands in to supervisor any property found.
- Any other duties assigned.

REQUIRED SKILLS AND COMPETENCIES

- Ability to work with minimum supervision
- Possess a valid Food Handler's Permit
- Ability to read, write and follow simple instructions
- Ability to work with diversity

EDUCATION AND EXPERIENCE

- No special education or experience required.

JOB DESCRIPTION

TITLE OF POST: HANDYMAN TS 1

NAME OF ORGANIZATION: MINISTRY OF HEALTH

DIVISION: TRAINING OF HEALTH PROFESSIONALS

DEPARTMENT: KINGSTON SCHOOL OF NURSING

SUMMARY STATEMENT

Assists in the maintenance of the residence, empties garbage bins, general maintenance of grounds and surrounding environs, assists in the transferring of furniture from one area to another.

REPORTS TO: HOME SISTER

Main Responsibilities

- Maintains grounds
- Cuts grass, trims trees and bushes
- Sweeps driveway, yard and parking lot
- Assists in transferring furniture from one area to another in residence or any other area in the school.
- Empties and washes garbage bins
- Assists with the maintenance of area where garbage is stored for collection i.e. scrubs, and sweeps area; lights and cleans incinerator.
- Any other duties assigned from time to time.

REQUIRED SKILLS AND COMPETENCIES

- Ability to lift up to 45 pounds.

EDUCATION AND EXPERIENCE

- No special education or experience required

JOB DESCRIPTION

TITLE OF POST: KITCHEN ATTENDANT (MALE) TS 1

NAME OF ORGNIZATION: MINISTRY OF HEALTH

DIVISION: TRAINING OF HEALTH PROFESSIONAL

DEPARTMENT: KINGSTON SCHOOL OF NURSING

SUMMARY STATEMENT

Responsible for cutting up daily supply of meat, general maintenance of kitchen and surrounding areas, receiving of goods, packing in stores, spraying of kitchen.

REPORTS TO: CAFETERIA MANAGER

Main Responsibilities

- Receives all goods delivered and packs in store.
- Under supervision, weighs and issues carbohydrates for meal
- Under supervision, cuts-up meats and issues for meals
- Under supervision, packs items for meal preparation
- Scrubs kitchen area before and after meals
- Scrubs stove
- Defrosts and cleans freezers and refrigerators
- Cleans exhaust fans
- Empties and washes kitchen bins
- Cleans up garbage area
- Sprays kitchen and garbage area
- Assists in the general maintenance of garbage area i.e. washes and scrubs area at intervals; lights and cleans incinerator.
- Any other duties assigned

REQUIRED SKILLS AND COMPETENCIES:

- Possesses a valid food Handler's Permit

EDUCATION AND EXPERIENCE

- No special education or experience required.

JOB DESCRIPTION

TITLE OF POST: KITCHEN ATTENDANT (FEMALE) TS 1

NAME OF ORGANIZATION: MINISTRY OF HEALTH

DIVISION: TRAINING OF HEALTH PROFESSIONALS

DEPARTMENT:

KINGSTON SCHOOL OF NURSING

SUMMARY STATEMENT

Assist cook (s) with food preparation and service. Cleans food preparation areas and equipment.

REPORTS TO: CAFETERIA MANAGER

Main Responsibilities

- Peels and cuts up all vegetables for cooking, washes and hands over to cook.
- Peels and portions carbohydrates – potatoes, yams, etc., washes and hands over to cook
- Cleans and washes rice and hands over to cook
- Mixes drinks
- Cleans service area before meal is served
- Collects and washes dishes, bowls, cups, glasses and trays
- Cleans service area after meal is served
- Cleans tables and floor in dining room
- Washes pots and pans used to cooking and serving of meals
- Clean cupboards
- Packs and stores utensils and equipment
- Performs any other duties assigned.

REQUIRED SKILLS AND COMPETENCES

- Possesses a valid Food Handler's Permit
- Able to learn basic tasks and follow instructions

JOB DESCRIPTION

TITLE OF POST:

COOK TS 3

NAME OF ORGANIZATION:

MINISTRY OF HEALTH

DIVISION:

TRAINING OF HEALTH PROFESSIONALS

DEPARTMENT:

KINGSTON SCHOOL OF NURSING

SUMMARY STATEMENT

Assists cook (s) with food preparation and service. Cleans food preparation areas and equipment.

REPORTS TO: CAFETERIA MANAGER

Main Responsibilities

- Trims, washes and seasons meats
- Sets meat to cook
- Sets rice and other carbohydrates
- Cooks vegetables and soup
- Serves students
- Cleans stoves and ovens
- Apportions cooked food into containers for distribution to students in clinical areas.
- Shows new employee how to perform tasks
- Any other duties assigned.

REQUIRED SKILLS AND COMPETENCIES:

- Possesses a valid Food Handler's Permit

EDUCATION AND EXPERIENCE

- No special education or experience required.

JOB DESCRIPTION

TELEPHONE OPERATOR OPS/TO 1

IDENTIFYING INFORMATION

Name:

Title of Post: Telephone Operator OPS/TO 1

Post Number:

Name of Organization:

Division: Training of Staff Nurses and Midwives (Kingston School)

DUTIES

1. Operates the switchboard by:
 - a) Receiving all incoming calls
 - b) Relaying calls to various offices and departments
 - c) Making internal telephone connections from office to office
 - d) Putting through telephone calls for members of staff.
2. Takes telephone messages
3. Gives general information to the public
4. arranging switchboard to enable students/Housemother/House Warden, Security Staff to receive calls after office hours
5. Receiving mails and dispatching to officer responsible
6. Assisting in everyway possible to see that telephone calls or messages are relayed to members to staff not easily accessible by telephone e.g. Tutors in classrooms, ancillary staff, students during school hours.
7. Responsible for keeping Toll Book i.e.;
 - a) By recording all long distant calls
 - b) By checking against telephone bills to determine cost and payments
 - c) By relaying information to Executive Officer for necessary action
8. Any other duties called upon to perform.

JOB DESCRIPTION

POST TITLE: Senior Library Assistant

GRADE: PIDG/LA 2

NAME OF ORGANIZATION: Ministry of Health

DEPARTMENT: Kingston School of Nursing

ACTIVITIES:**Training of Staff Nurses and Midwives****SUMMARY STATEMENT**

Responsible for the general Management of the Nursing School's Library ensuring the easy access and retrieval of information to staff and students.

DUTIES

- Catalogues and classifies print and non-print materials and prepares catalogue cards.
- Organizes catalogue and library materials for easy retrieval and access
- Prepares and indexes periodicals
- Prepares and updates newspaper clippings file
- Makes and maintains contact with established libraries so that information needs of students and staff are satisfied.
- Makes and maintains contact with bookstores and publishers and liaises with the Director to acquire up-to-date materials.
- Plans the library's budget in consultation with the Administrator/Director
- Maintains library records – e.g. Accession Book
- Shelf reads i.e. checks for misfiled books, books for binding, outdated books, ensures shelves are neat and clean.
- Ensures that library polices relevant to use are properly and effectively disseminated to the staff and students on a regular basis.
- Prepares acquisition list for new materials.
- Any other duties assigned by the Director/Administrator/Senior Tutors.

JOB DESCRIPTION**POST TITLE:****Assistant Cafeteria Officer****GRADE:****PMG/NDT 1****NAME OF ORGANIZATION:****Ministry of Health****DEPARTMENT:****Kingston School of Nursing**

ACTIVITIES:**Training of Staff Nurses****SUMMARY STATEMENT**

Responsible for the general management and coordination of the Dietary Department supervise staff.

DUTIES

- Supervises Dietary Personnel
- Supervises meal service operation
- Plans menu for student nurses
- Makes orders for food supplies
- Keeps inventory records of goods and equipment
- Issues food items for each meal
- Prepares work schedule for dietary staff
- Does quarterly report
- Receives goods from suppliers
- Attends to safety and sanitation issues
- Keeps abreast with current information relating to dietetics
- Does staff evaluation of Dietary Staff.
- Makes request for repair and replacement of equipment used in Dietary Department.
- Any other duties as required.

JOB DESCRIPTION**HOUSEMOTHER**

TITLE: HOUSEMOTHER

GRADE:

NAME OF ORGANIZATION: MINISTRY OF HEALTH

DIVISION: TRAINING OF STAFF NURSES AND MIDWIVES

DEPARTMENT: KINGSTON SCHOOL OF NURSING

REPORTS: To the Director of the Kingston School of Nursing

CHARACTERISTICS: Responsible for the:

- a) General management and maintenance of the home and its environs
- b) Care and comfort of all students who live in the home.

a) LIST OF DUTIES

1. Maintains register of students living in the Nurses' home
2. Monitors students off duty hours e.g. late pass, going home for the weekends, going out after classes, etc.
3. Ensures that rules and regulations of the home are kept.
4. observes the behaviour of students, brings to their attention attitudes of misconduct, and counsels them accordingly
5. Reports to the Director of the Kingston School of Nursing or her deputy students who: -
 - a) Displays attitudes of contempt to the rules and regulations of the home.
 - b) Resentment to counseling or other measures of disciplinary control
 - c) Shows no sign of improvement following several sessions of counseling.
6. Maintains anecdotal note of:
 - a) Observation
 - b) Counseling sessions
7. Attends general staff meetings
8. Prepares and submits a monthly report on the operation of the home.
9. Issues and monitors late passes to students.
10. Control the movement of visitors to students
11. Ensures that students make use of opportunities to study
12. Monitors to use and abuse of utilities and facilities
13. Guides students into acquiring social graces
 - a) Deportment
 - b) Sitting and dining at the table.
 - c) Wearing of uniforms
14. Daily inspections of rooms and sanitary facilities

15. Monitors the preparation of meal serving and observance of time schedules
16. Liaises with Dietitian on menus and ensure that nutritional needs of the students are met
17. Directs and controls the domestic staff:
 - a) Attendance register kept
 - b) Duties are carried out satisfactorily
 - c) Floors and carpet care
 - d) Cleaning well bathrooms and toilets
 - e) Cob-webbing
 - f) Cleaning windows
 - g) Maintenance of grounds
 - h) Cleaning of kitchen and dining room
18. Monitors pest control activities
19. Listens to students' complaints and help to resolve disputes.
20. Contacts the hospital in case of illness that requires medical intervention (during absence of tutors)
21. Makes the necessary arrangements for transportation of ill students (s) to hospital
22. Maintains contact with hospitalized students.
23. Monitors and control the care of students confined to sick bay.
24. Ensures that the First Aid Kit is stocked at all times with essential supplies
25. Reports to the relevant authority any defects to the physical structure, furnishing, and fixtures.
26. Follows through until defects are corrected.
27. Maintains an inventory of furniture and equipment in the home.
28. Collaborate with the dietitian/chief cook maintenance of an inventory of tableware and kitchen utensils

JOB DESCRIPTION

POST TITLE: Secretary

GRADE: OPS/SS 1

NAME OF ORGANIZATION: Ministry of Health

DEPARTMENT: Kingston School of Nursing

ACTIVITIES:**Training of Staff Nurses and Midwives****DUTIES**

1. Weekly timetables and objectives
2. Clinical Rotations and group lists for students
3. Handouts for nursing students
4. Tests, examinations and other materials for programmes
5. Examinations keys and mark sheets
6. Contents for students manuals, hand books and other policy documents.
7. Individual student's report
8. Thank you letters to agencies where students are assigned
9. Confidential matters to Head of Sections within the Ministry of Health and other agencies
10. Letters of Recommendations and referrals
11. Confidential reports and letters for student and staff
12. Weekly Bus Schedules
13. Transcript cards
14. Remuneration for external lecturers
15. Performance Evaluation Reports for Nursing Tutors
16. Minutes of meeting e.g. Tutors, NESOC, NESIG, Evaluation Committee etc.
17. Collects transcript fees and issue receipts
18. Prepares and types leave statements for staff.
19. Gives relevant information on transcripts and referrals
20. Requisition forms
21. Budget
22. List for indexing for First Year Students
23. Relieve Telephone Operator
24. Gives relevant information to interested clients regarding admission for General and Midwifery Programme.
25. Any other duties assigned by the Director, Senior Tutors and Administrator.

JOB DESCRIPTION**POST TITLE:****Records Clerk****GRADE:****PIDG/RIM****NAME OF ORGANIZATION:****Ministry of Health****DEPARTMENT:****Kingston School of Nursing**

ACTIVITIES:**Training of Staff Nurses and Midwives****SUMMARY STATEMENT**

LIBRARY – Under the supervision of the Library Assistant

- a) Assists with the day to day loan of materials
- b) Assists with the maintenance of books, leaflets, pamphlets, periodicals

ADMISSIONS DEPARTMENT

Under the supervision of the Senior Tutor: - Maintains files –

- a) Qualified and Unqualified applicants
- b) Send circulars to applicants

Other duties as assigned by the Administrator

DUTIES

1. Processing of books and periodicals – (Property stamp, accession, label)
2. Cuts and mounts newspaper clippings
3. Prepares index care – (newspaper clippings, pamphlets and periodicals)
4. Files index cards, catalogues, cards
5. Receives application letters – General, Midwifery, Enrolled Assistant Nursing
6. Reply to applicants: -
 - a) Qualified – prepare and forward package for Pre-entrance
 - b) Unqualified – send circular with requirements
 - c) Maintains files
7. Liaises with Admissions Tutor for dates for pre-entrance tests, interviews and other information.
8. Prepares and sends responses to prospective applicants e.g. Pre-entrance Tests, Interviews
9. Prepares and sends acceptance packages
10. Any other duties assigned from time to time.

JOB DESCRIPTION**TITLE OF POST:****SECRETARY****GRADE:****OPS/SS 2****MINISTRY:****MINISTRY OF HEALTH****DEPARTMENT:****KINGSTON SCHOOL OF NURSING**

ACTIVITIES:

TRAINING OF NURSES AND MIDWIVES

DUTIES

- Meets with the Director daily for assignments
- Receives calls, schedule appointments, communicate messages, liaison with organizations and individuals
- Receives, open, and sorts correspondences addressed to the Director.
- Composes and sends out letters, memoranda and reminders
- Reminds Director about appointments and other relevant matters

TYPE ALL CORRESPONDENCES e.g.: -

1. Confidential matters to Head of Section within the Ministry of Health
2. Budget
3. Recommendations and Referrals
4. Performance Evaluation reports for Students and Faculty Staff.
5. confidential reports and letters
6. Transcripts and Referrals
7. Leave Statements
8. Graduation Reports
9. Programme Outlines
10. Minutes of Meetings e.g.
 - a) Tutors' conference
 - b) N.E.S.O.C.
 - c) Evaluation Committee Meetings
 - d) N.E.S.I.G
 - e) Tutors' Meetings
11. 'Discontinuation' forms for student nurses discontinuing programme.
12. Timetables for Tutors' Orientation
13. Give relevant information to interested clients re: Admissions, and Request for Transcripts and Referrals
14. Keep records of all applications received, processed and dispatched
15. Collect Statistical information on Transcripts and References.
16. Collect transcript fees and issue receipts
17. Prepare, and dispatch Transcripts and References by Registered Mail and Courier Services
18. File and Retrieve correspondences
19. Prepare leave statement for tutorial staff
20. Keep records of all certificates processed and issued

21. Operate/Photocopy/Duplicate and Fax Machine
22. Introduce new tutor to general staff and orientate them to facilities.
23. Any other duties assigned.

JOB DESCRIPTION

TITLE POST: DRIVER LMO/1

NAME OF ORGANIZATION: MINISTRY OF HEALTH

DIVISION: TRAINING OF STAFF NURSES AND MIDWIVES

DEPARTMENT: KINGSTON SCHOOL OF NURSING

SUMMARY STATEMENT

Responsible for the general management and maintenance of the institution fleet of vehicles.
Transport students to agencies for clinical experience.

DUTIES

1. Transports students for clinical experience to Hospitals, Health Centres, Day Care Centres, Geriatric Homes, and Schools.
2. Transports students and staff to Labs, Sickle Cell Unit, Water and Sewage Plants.
3. Transports students for summer school, graduation, workshop and conferences, church services.
4. Assists maintenance of vehicles by:
 - a) Daily inspection of engine oil level.
 - b) Daily inspection of brake fluid level.
 - c) Daily inspection of tyres.
 - d) Daily inspection of petrol.
5. Ensures servicing of vehicles
6. Ensures repairs and replacement of motor vehicle parts.
7. Ensures vehicles are road worthy, that is, fitness and license current.
8. Maintains service records
9. Maintains log book
10. Assists in the collection of grocery items from suppliers for student's meals.
11. Conveys letters and other items to appropriate destinations.
12. Any other duties assigned.