



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Attendant (Female) –(Stores) New
JOB GRADE:	LMO/TS 1
POST NUMBER:	
DIVISION/BRANCH:	Corporate Services/Administration Branch
SECTION/UNIT:	Stores Unit
REPORTS TO:	Director, Stores
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/Revised

1. JOB PURPOSE (Reason for Existence)

Under the supervision of the Stores Manager, the Attendant contributes to creating a positive and productive work environment for the Ministry through the provision of ancillary services, maintenance of pantry equipment and other services to staff.

2. KEY OUTPUTS (Results, Deliverables)

- Glasses and igloos cleaned;
- Water served;
- Desk and office dust and cleaned;
- Pantry utensils and related equipment maintained;

3. KEY RESPONSIBILITIES (Activities, Tasks)

- Glasses and igloos cleaned daily;
- Water served to staff daily or as requested;
- Dust and clean desks and office;
- Maintains pantry utensils and related equipment, and reports defects, malfunction or shortage to the Director, Stores;
- Run errands as required;
- Performs other related duties as assigned by the Director from time to time.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Glasses and igloos cleaned;
- Water served as requested;
- Desk and office dust and cleaned;
- Pantry utensils and related equipment maintained;

5. INTERNAL AND EXTERNAL CONTACTS:

Attendant Corporate Services Division/Administration Branch,
Ministry of Health, Prepared by: HR Consultant, February
25, 2016

i) Internal

Contact (Title)	Purpose of Communication
Director, Administration	Obtain advice, receive directives, and guidance regarding portfolio and provide feedback
Director, Assets, Office & Special Services	Obtain advice, receive directives, and guidance regarding portfolio and provide feedback
Director, Stores	Supervision given
Divisional, Branch, Unit Heads, other members of staff	Matters relating to delivery of mails etc. and other ancillary service

ii) External Contact

Contact	Purpose of Communication

6. REQUIRED COMPETENCIES:**Core**

- Ability to read and write and follow instructions;
- Ability to communicate effectively with a wide range of people;
- Ability to operate office equipment;
- Understands the necessity for confidentiality;
- Be honest and display integrity;
- Displays sensitivity to and awareness of the needs of others;
- Pleasant, good-natured and cooperative.

Technical

- Knowledge of Ministry's policies and procedures.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Secondary school education. (School Leavers Certificate) or equivalent;

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Holder of a food handlers permit
- Physical effort is required e.g. frequent walking and standing

- Required to work beyond normal working hours, whenever the need arises;

9. AUTHORITY TO:

N/A

10. WORKING CONDITIONS

- Normal office conditions;
- Occasionally exposure to dust.