



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

| | |
|-------------------------|------------------------------------------|
| JOB TITLE: | Attendant (Male) – Stores |
| JOB GRADE: | LMO/TS 2 |
| POST NUMBER: | 27558 |
| 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 is responsible for loading and off-loading of supplies, assists with the delivery of supplies and ensures that delivery is received by authorized personnel.

The incumbent also provides support by arranging furniture and equipment for conferences and special functions and relocating office furniture and equipment as the need arises. _____

2. KEY OUTPUTS (Results, Deliverables)

- Loading and off-loading of supplies conducted;
- Goods and supplies delivered;
- Furniture and equipment arranged and relocated;

3. KEY RESPONSIBILITIES (Activities, Tasks)

- Off-loads goods and supplies from containers;
- Loads goods and supplies on trucks for delivery;
- Delivers goods and supplies to various institutions;
- Delivers medical supplies to various health facilities island wide;
- Ensures that goods and supplies are received by authorised persons;
- Collects and delivers correspondence and other documents to and from the Stores Unit to various head office locations;
- Assists with the storage and shelving of supplies;
- Arranges and relocates office furniture and equipment as the need arises and furniture and equipment for conferences and special functions when necessary;
- Assists in the setting up of medical posts and booths for special events;
- Performs other related duties as assigned by the Director from time to time.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

Attendant Corporate Services Division/Administration Branch,
 Ministry of Health, Prepared by: HR Consultant, February
 24, 2016

- Loading and off-loading of supplies conducted as directed;
- Goods and supplies delivered in accordance with set guidelines;
- Furniture and equipment arranged and relocated as directed.

5. INTERNAL AND EXTERNAL CONTACTS:

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, work assignments and guidance regarding portfolio and provide feedback |
| 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 |
|------------------|--------------------------|
| Delivery/Drivers | Collection of goods |

6. REQUIRED COMPETENCIES:

Core

- Ability to read and write and follow instructions;
- Ability to communicate effectively with a wide range of people;
- Good planning and organizing skills;
- Good organizing skills;
- Ability to Good knowledge 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:

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February

- Secondary school education. (School Leavers Certificate);
- One (1) years experience in a similar capacity

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

- 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.