

GOVERNMENT OF JAMAICA
 JOB DESCRIPTION AND SPECIFICATION
 HOUSES OF PRLIAMENT

JOB TITLE:	Attendant
JOB GRADE:	LMO/TS1
POST NUMBER:	
DIVISION/BRANCH	Human Resource Management & Administration
SECTION/UNIT:	Office Management
REPORTS TO:	Technician/Office Manager
MANAGES:	None

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

DECEMBER, 2014
 Date created/Revised

JOB PURPOSE

Under the direct supervision of the Technician/Office Manager, the Attendant is responsible for maintaining the cleanliness/tidiness of the Parliament's building and office areas.

KEY OUTPUT

- The Chamber and General office areas assigned cleaned and tidied
- Bathroom kitchen/pantry area cleaned and tidied
- Toiletries in bathrooms replenished
- Internal wall, office equipment and furniture cleaned

KEY RESPONSIBILITY AREAS

- Keeps the Chamber of Parliament and office areas clean and tidy as assigned
- Clean and disinfect the bathrooms in the morning and freshen in the afternoon;
- Stock and supply bathrooms with tissue and other toiletries;
- Clean urinal and toilets including seats and bowls;
- Cleans mirrors and sinks and empty the rubbish bins regularly;
- Cleans office equipment (telephones, refrigerators etc.), furniture and walls;
- Performs any other related duties which may be assigned from time to time.

PERFORMANCE STANDARD

- General office cleaned and tidied on a daily basis.
- Furniture and equipment dusted and in order daily
- Rest rooms cleaned in the morning and in the afternoon on a daily basis
- Toiletries monitored and replenished when necessary
- Walls, furniture and equipment clean at all times

REQUIRED COMPETENCE

Good communication skills

Good interpersonal skills

Good integrity and ethics exercised in the performance of duties

Good initiatives, team work and corporation

Excellent compliance

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Attain Grade 9 Level Education
- Training in Basic Customer Service would be an asset
- At least two (2) years' experience in a similar post

Internal and External Contacts (*specify purpose of significant contacts*):

Internal

CONTACT(Post Title)	PURPOSE
Technician/ Office Manager	Provide information. Receive direction and guidance
Parliamentarians, staff members	Provide attendant services/receive information

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

N/A

AUTHORITY

- Nil