



**MINISTRY OF TOURISM
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Attendant
JOB GRADE:	LMO/TS 1
POST NUMBER:	61075
DIVISION:	Corporate Services
BRANCH:	Asset Management
REPORTS TO:	Director, Administration and Asset Management
MANAGES:	N/A

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

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division
Created/revised

Date

1. STRATEGIC OBJECTIVES OF THE ENTITY/DEPT/DIVISION (*in which the position is located*):

TBD

2. JOB PURPOSE

Under the direction and supervision of the Director, Administration and Asset Management, the Attendant is required to perform daily operational maintenance support in the Ministry of Tourism for effective and smooth operations of office services.

3. KEY OUTPUTS

- Furniture/equipment moved and/or relocated
- Furniture and equipment labeled
- Supplies/correspondence collected and delivered
- Machine Maintenance checks effected
- Facilities monitored
- Office services support provided

4. KEY RESPONSIBILITY AREAS

- Conduct removal, relocation and storage of office furniture and equipment as directed;
- Monitors facilities on the 1st and 3rd floors of the Tourism Centre, and reports defects to the Office Manager;
- Assists the Office Manager in identifying and correcting possible work hazards;
- Transports ice and water between floors as needed;
- Removes empty water receptacles and loads water dispensers;
- Assists in the preparation of Meeting/Conference Rooms on a daily basis, as directed by the Office Manager;
- Hand-delivers letters, etc. between floors or within the area as directed;
- Assists in receiving and storing stationery and office supplies as directed by the Office Manager and/or Storekeeper;
- Provides relief assistance in the Business Centre, as directed by the Office Manager;
- Loads/stocks photocopiers and facsimile machines with paper
- Photocopies, binds and shreds documents;
- Removes excess garbage from the 1st & 3rd floors for disposal to external skips and bins;
- Provides assistance in disaster preparedness and mitigation activities, such as securing office equipment and furniture, etc.
- Provides attendant services at offsite Ministry events.

Other Responsibilities

- Assist in desk assignment, as directed by Supervisor
- Serve as a reliever at the Front Desk, 3rd floor as the need arises;

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- Execute any other duties that may be assigned from time to time by the Registrar.

5. PERFORMANCE STANDARDS

- Furniture and equipment relocated as directed and in a timely manner;
- Furniture and equipment labeled accurately;
- Correspondence delivered in a timely manner;
- Goods received and delivered to Stores promptly;
- Office Services effected according to instructions and completed within the agreed time frame;
- Water dispensers monitored and requests for refills done promptly;
- Office furniture repaired and directed.

6. AUTHORITY

- Advice supervisor of emergencies;
- Use initiative within the scope of the job.

7. REQUIRED COMPETENCIES

- Good interpersonal skills;
- Good Teamwork;
- Positive job attitude and cooperation;
- Ability to learn quickly how to operate standard office equipment/machines;
- Able to lift, push a minimum of 50-60 lbs;
- Compliance with established rules and procedures.
- Computer literacy

8. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Minimum of three (3) CXC subjects;
- Basic literacy and numeracy skills;
- Previous experience in a similar capacity would be an asset

9. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- From time to time the incumbent will probably be required to work late and or on weekends to meet emergency deadlines for completion of projects;
- Physical activity (bending, lifting of heavy objects);