

## **INSTITUTE OF JAMAICA**

(An Agency of the Ministry of Culture, Gender, Entertainment & Sport)

Applications are invited to fill the following **temporary** position at National Museum Jamaica, a division of the Institute of Jamaica:

### **MUSEUM ATTENDANT (LMO/TS 1) National Museum West, Montego Bay, St. James**

**Salary Range:** \$9,781.00 - \$11,067.00 (per week)

#### **JOB OBJECTIVE**

The Museum Attendant is responsible for maintaining a clean and orderly environment for staff and visitors to the Museum.

#### **KEY RESPONSIBILITIES**

- Cleans and dusts windows, books, shelves, desks before members of staff report to work
- Cobwebs, sweeps, mops and polishes the offices and other assigned areas
- Cleans exhibition areas daily
- Cleans bathrooms as per schedule
- Delivers mail to and or collects mail in the immediate vicinity of the Museum
- Answers occasional concerns /queries of visitors

#### **MINIMUM QUALIFICATION/EXPERIENCE**

- Grade Nine (9) level literacy and numeracy
- Three (3) months' working experience
- Food Handler's Permit

Applications should be submitted no later than Friday, June 17, 2022 to:

**DIRECTOR  
HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT  
INSTITUTE OF JAMAICA  
10-16 EAST STREET  
KINGSTON**

**EMAIL: [personnel@instituteofjamaica.org.jm](mailto:personnel@instituteofjamaica.org.jm)**