

INSTITUTE OF JAMAICA

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

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

MUSEUM ATTENDANT (LMO/TS 1) People's Museum, Spanish town, St. Catherine

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 Wednesday, November 30, 2022 to:

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

EMAIL: personnel@instituteofjamaica.org.jm