

INSTITUTE OF JAMAICA
(Agency of the Ministry of Culture, Gender, Entertainment and Sport)

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

OFFICE ATTENDANT (LMO/TS 1)

JOB SUMMARY

Under the direction of the Director of Finance and Administration the incumbent is responsible to provide a clean and healthy environment, in which the core activities/functions of the National Gallery are planned and implemented, and in which visitors access Jamaica's material cultural heritage and staff carry out their respective/assigned responsibilities/duties.

MAJOR RESPONSIBILITIES

- Clean Galleries, hallways, lobbies, corridors, restrooms and other work areas
- Miscellaneous items/supplies procured
- Prepare rooms for meetings and arranges furniture for social or board meetings
- Prepare refreshment for meetings
- Advise supervisors of the quality of cleaning materials and equipment used in effecting duties/responsibilities

SALARY

\$16,481.00 per week to \$22,166.00 per week

MINIMUM QUALIFICATION/EXPERIENCE

- Basic education to Grade 9
- Food Handler's Permit
- Six months experience in a similar field

Applications should be submitted by Friday, June 2, 2023 to:

Director, Human Resource Development and Management
Institute of Jamaica
10-16 East Street
KINGSTON
Email: personnel@instituteofjamaica.org.jm