



CAREER OPPORTUNITY

The National Works Agency, an Executive Agency of the Government of Jamaica, is seeking suitably qualified individuals for the under-mentioned position.

OFFICE ATTENDANT (LEVEL 1) St. Mary Parish Office

QUALIFICATION AND EXPERIENCE:-

- School Leavers certificate or its equivalent.
- Training and experience in Food and Beverage preparation
- Food Handlers Permit
- HEART/NTA Early Childhood Certification desirable
- At least 2 years working experience

REPORTING RELATIONSHIP:

Reports to: Parish Manager/Administrative Manager

PRINCIPAL DUTIES/RESPONSIBILITIES/SKILLS:

The incumbent is expected to discharge their responsibilities through the attainment of key outputs which include but not limited to the following:

- Good inter-personal skills.
- Problem solving skills
- Oral and written communication skills
- Ability to work accurately; work as part of a team and must be able to take verbal instructions
- Good time management skills
- Clean and prepare offices on a daily basis within set time.
- Prepare and serve hot/cold beverages to staff members.
- Serve fresh water in the mornings or in available igloos stationed on floors.
- Prepare snack/refreshments for meetings as directed.
- Wash crockery and utensils, clean refrigerator monthly, pantry is cleaned and maintained in an acceptable standard.
- Distribute correspondence and files to officers as directed.
- Clean and maintain hygienic conditions of bathrooms/rest rooms assigned. Revisiting bathrooms to ensure the area is in a hygienic condition.
- Replenish supplies of soap, hand towel and toilet tissue in bathrooms as required.
- Check logbooks for daily meetings, ensure meetings are prepared 30 minutes before the scheduled meeting time.
- Operate safely in work areas and follow policies and procedures
- Working knowledge of established hygiene standards
- Knowledge of proper food handling methods

CURRENT SALARY: \$969,653.00 per annum

**Submit application in writing no later than
Friday, June 6, 2025 to:
Human Resource Manager
National Works Agency,
140 Maxfield Avenue, Kingston 10
or email: recruitment@nwa.gov.jm**

**The Agency thanks all applicants in advance.
Only individuals short-listed will be contacted.**

"Developing Safe, Reliable & Quality Roads"