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(CENTRAL GOVERNMENT)
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CIRCULAR No. 105
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17th March, 2021

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill/be assigned to the following posts in the **Human Resource Development Unit (Eltham Training Centre, St. Ann)**:

1. **House Keeper (LMO/TS 5) - Not Vacant**, salary range \$12,170 - \$13,769 per week and any allowance(s) attached to the post.
2. **Cook (LMO/TS 3) – Vacant**, salary range \$10,771.00 - \$12,187.00 per week and any allowance(s) attached to the post.
3. **Assistant House Keeper (LMO/TS 2) – Vacant**, salary range \$931,156 – \$1,106,851 per annum and any allowance(s) attached to the post.

1. **House Keeper (LMO/TS 5)**

Job Summary

Under the supervision of the Centre Manager (GMG/AM 3), Eltham Training Centre, the Housekeeper (LMO/TS 5) is responsible for supervising the culinary, janitorial and housekeeping activities of the Eltham Training Centre.

Key Responsibilities

Management/Administration

- Registers all participants/guests using the Centre;
- Prepares Duty Rosters for the Assistant Housekeeper and the Cook;
- Assists with the cleaning of the classroom, kitchen, dining room, office, dormitories and other buildings;
- Ensures that all bathrooms are cobwebbed, and curtains washed;
- Assists in the ordering and purchasing of food items and toiletries for the Centre;
- Keeps stock of supplies in Store Room;
- Ensures that the garbage from the dormitories is properly disposed of;
- Reports damage to the dormitories, breakage of dormitory items and kitchen utensils to the Centre Manager;
- Reports shortages of kitchen utensils, dormitory items household articles and cooking gas to Centre Manager;
- Makes requests for additional relief housekeeping staff where necessary;

Technical/Professional

- Co-ordinates and supervises all culinary and housekeeping activities;
- Plans menus;
- Prepares Work Schedules and Work Plans for staff;
- Organizes the dining room, prepares and serves meals;
- Launders and stores bed linen, curtains, table cloths;
- Prepares dormitories for clients;
- Inspects dormitories, classroom, office, cottage and dining room to ensure that they are always in a state of readiness;
- Cleans the dormitories, office and cottage;
- Assists with preparing the Budget for meals and toiletries and prepares Shopping List;
- Prepares Food Inventory with list of food items in storage.

Human Resource

- Supervises the performance of the Assistant Housekeeper and the Cook;
- Provides effective leadership and guidance to staff supervised;

- Identifies training and career development needs for staff and provides advice on training intervention needed to improve their competencies;
- Manages, appraises and evaluates the performance of staff;
- Provides counseling to staff;
- Performs any other related duties that are assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Customer and quality focus skills
- Ability to supervise
- Ability to work as a team
- Leadership
- Integrity
- Time management skills
- Planning and organizing skills
- Problem solving and decision
- Initiative

Technical

- Skills in the Culinary Arts
- Housekeeping skills
- Storekeeping and record keeping skills
- Menu planning
- Knowledge of Government's/Ministry's policies and procedures

Minimum Required Qualification and Experience

- Certificate in the Culinary Arts/Catering

OR

- Certificate in Home Economics Management
- One (1) year experience in catering
- Food Handlers Permit

2. Cook (LMO/TS 3)

Job Purpose

Under the direct supervision of the Housekeeper (LMO/TS 5), the Cook (LMO/TS 3) is responsible for preparing and serving meals and maintaining the general hygiene of the kitchen at the Eltham Training Centre.

Key Responsibilities

- Prepares menus for each meal to be served;
- Prepares food items for cooking;
- Cooks and serves meals;
- Cleans the kitchen floor;
- Assists with the washing of cooking ware and other utensils;
- Removes garbage from the kitchen area to storage;
- Assists with the stock taking and storage of food items;
- Performs any other related duties that are assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Customer and quality focus skills
- Ability to work as a team
- Initiative

Technical

- Skills in the Culinary Arts
- Housekeeping skills
- Knowledge of Nutrition
- Menu planning
- Waiting skills
- Knowledge of Government's/Ministry's policies and procedures

Minimum Required Qualification and Experience

- Certificate in the Culinary Arts
- Pass in Home Economics at High School level
- One (1) year experience in cooking for large groups
- Food Handler's Permit

Special Conditions Associated with the Job

- Hot working environment
- Required to work beyond normal working hours and on weekends and holidays

3. Assistant House Keeper (LMO/TS 2)**Job Purpose**

Under the direct supervision of the Housekeeper (LMO/TS 5), the Assistant Housekeeper (LMO/TS 2) is responsible for performing the housekeeping, dining and food preparation activities duties at the Eltham Training Centre.

Key Responsibilities

- Cleans dormitories and other buildings including kitchen;
- Cleans and maintains bathrooms and ensures that adequate supplies of soap, toilet paper and hand towels are provided;
- Cleans tables, counter tops, stoves and cupboards in the kitchen;
- Sweeps the immediate surroundings of buildings;
- Assists in the preparation and serving of meals and table setting;
- Assists with the washing up of dishes, pots and utensils;
- Clears all garbage from the kitchen area and removes it to storage;
- Launders/washes and irons all table cloths and house linen;
- Performs any other related duties that are assigned from time to time.

Required Knowledge, Skills and Competencies**Core**

- Good oral and written communication skills
- Customer and quality focus skills
- Ability to work as a team
- Leadership
- Integrity
- Interpersonal skills
- Initiative

Technical

- Skills in the Culinary Arts
- Housekeeping skills
- Storekeeping and record keeping skills
- Menu planning
- Knowledge of Government's/Ministry's policies and procedures

Minimum Required Qualification and Experience

- Pass in Grade 11 Home Economics at High School

OR

- Attain Grade 11 Standard/Secondary School Level

- One (1) year experience in cooking for large group
- Food Handlers Permit

Applications accompanied by résumés should be submitted **no later than Tuesday, 30th March, 2021 to:**

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6

Email: hrm@moa.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



Merle I. Tam (Mrs.)
for Chief Personnel Officer