



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 37** **OSC Ref. C.6272<sup>16</sup>**

28<sup>th</sup> January, 2022

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 the **vacant** post of **Parlour Attendant (LMO/TS 3)** in the **Administration and Special Services Division, Office of the Prime Minister**, salary range \$11,202 - \$12,674 per week.

#### **Job Purpose**

Under the supervision of the Director, Social Secretariat, the Parlour Attendant is responsible for preparing and serving food and beverage for meetings and functions at the Office of the Prime Minister and the Office of the Cabinet.

#### **Key Responsibilities**

- Prepares and serves refreshment, meals and beverage at meetings and functions;
- Maintains the general cleaning of the kitchen;
- Cleans dishes, kitchen utensils and silverware;
- Washes and irons tablecloth and other related item for use during meetings and functions;
- Transports refreshment, meals and beverage using wheeled carts;
- Checks and maintains inventory of stocks/grocery items for assigned kitchen;
- Locks away supplies at the end of each day;
- Monitors and reports any malfunctions or challenges of tools/equipment/appliance/resource to the Director, Social Secretariat;
- Performs any related duties that may be assigned from time to time

#### **Required Knowledge, Skills and Competencies**

- Good interpersonal skill and team skills
- Good time management skills
- Basic problem-solving skills
- Ability to exercise initiative within the constraints of the job
- Good communication skill
- Sound knowledge of preparing refreshments (hot and cold beverages, sandwiches, etc.)

#### **Minimum Required Qualification and Experience**

- Completion of Secondary level education;
- Valid Food Handlers' Permit;
- At least two (2) years' related experience.

Applications accompanied by résumés should be submitted **no later than Thursday, 10<sup>th</sup> February, 2022 to:**

**Senior Director  
Human Resource Development and Management  
Office of the Prime Minister  
1 Devon Road  
Kingston 10**

Email: [jobs@opm.gov.jm](mailto:jobs@opm.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.**

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

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