



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 348
OSC Ref. C. 6272¹⁶

17th August, 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 be assigned to the post of **Parlour Attendant (LMO/TS 3) (Not Vacant) in Administration and Special Services Division, Office of the Prime Minister**, salary range \$11,202 - \$12,674 per week and any allowance(s) attached to the post.

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 table cloth and other related item for use during meetings and functions;
- Transports refreshment, meals and beverage using wheeled carts;
- Checks and maintains inventory of stocks/groceries items for assigned kitchen.

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.

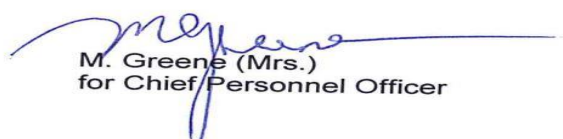
Applications accompanied by résumés should be submitted **no later than Tuesday, 30th August, 2022 to:**

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

E-mail: 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.


M. Greene (Mrs.)
for Chief Personnel Officer