



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 17 **OSC Ref. C.4515**

15th January, 2025

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 post of **Part Time Cleaner** in the **Supreme Court**, salary range \$12,258 per week.

Job Purpose

The Part Time Cleaner performs a variety of janitorial, custodial activities, and maintain clean buildings. The Employee performs a full range of janitorial assignments using limited judgement. Actions are normally determined by specific instructions from the supervisor or by well-defined procedures, methods and practices.

Key Responsibilities

- Cleans and services restrooms;
- Sweeps, vacuums and mops floors and stairways;
- Gathers and disposes of rubbish and waste materials by hand or with the use of equipment
- Locks and unlocks office doors to ensure safety;
- Observes appearances and conditions of premises and equipment, and makes reports when required;
- Dusts items such as blinds, furniture, file cabinets, windowsills, using dust cloth or hand cleaning items;
- Scrubs, strips, sanitizes, waxes and buffs floors, using powered machines equipped with rotating brushes;
- Polishes furniture using appropriate cleaning and polishing agents;
- Maintains an inventory of cleaning and toiletry supplies;
- Washes walls, cleans ceilings, woodwork, windows, mirrors and fixtures, using both step and extension ladders;
- Loads and unloads cleaning supplies and moves heavy furniture and equipment;
- Makes recommendations for repair and improvements to bathroom, office and stairways;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Knowledge of occupational hazards and safety rules
- Knowledge of the proper use of chemicals and pesticides
- Ability to read and follow instructions
- Ability to operate and use janitorial tools and supplies, such as floor buffers, vacuum cleaners, and cleaning compound solutions
- Knowledge of the standard methods, practices, tools and equipment used to clean building and furniture
- Knowledge of the qualities and uses of various cleaning, sanitizing, stripping and waxing compounds
- Knowledge of building and property security procedures
- Ability to explain instructions and guidelines to others effectively

Minimum Required Qualification and Experience

- Completion of Secondary Level Education;
- Ability to read and write.

OR

- Grade Nine (9) Level Education;
- One (1) year experience;
- Ability to read and write.

Applications accompanied by résumés should be submitted **no later than Tuesday, 28th January, 2025 to:**

Senior Human Resource Officer
Human Resource Department
Supreme Court
Kings Street
Kingston

Email: hrd@jamaicajudiciary.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.



Desreen Smith (Mrs.)
for Chief Personnel Officer