



LAND SETTLEMENT AGENCY

Unit : Corporate Services Unit

Position : Hospitality Attendant

Job Summary

The Cleaner / Janitor is required to perform a variety of routine tasks which include general cleaning duties, the preparation and serving of drinks and light refreshments. Work is performed according to specific instructions and is reviewed through inspections and general observations.

Organizational Relationships

- The Cleaner / Janitor reports directly to the Administrative Support Clerk II.
- Interfaces with other Units / Managers as required.
- Interfaces with visitors to the Agency with respect to serving of refreshments.

Duties and Responsibilities

- Performs general cleaning duties including cleaning of floors and furniture.
- Requests and /or purchases groceries for meetings where necessary.
- Prepares and serves tea and light refreshments.
- Stores and distributes towels, glasses, cutlery and other related items.
- Performs related work as required.
- Must possess some knowledge of supplies and methods used in food preparation and service.
- Must possess some knowledge of cleaning materials, methods and practices.
- Ability to follow simple oral and written instructions.
- Ability to establish and maintain effective working relationships.

Minimum Experience and Training

- Minimum of six (6) months experience in food preparation and in performing service duties.
- Primary school leaving certificate or evidence of having attended a secondary school for a minimum of three (3) years.