



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Housekeeper

MINISTRY: Office of the Governor

DEPARTMENT: Office of the Governor

LOCATION: Providenciales

JOB SUMMARY:

The successful candidate will be responsible to provide clean, sanitary comfortable, orderly and satisfying surroundings for the users of the facilities.

KEY DUTIES AND RESPONSIBILITIES:

- Operates various cleaning equipment, such as vacuums, polishers, buffers etc., and other non-mechanical equipment such as brooms and mops.
- Maintains facility in a sanitary and infection-free condition through washing and cleaning and replacing supplies.
- Keeps interiors neat and clean.
- Disposes of trash, waste and other disposable materials according to schedule.
- Handles various cleaning solvents, chemicals, etc. and ensure that adequate supplies are available.
- Damp dust furniture, light fixtures, window sills, etc.
- Mop Floors in all rooms and bathrooms daily.
- Cleans other rooms according to schedule.
- Reports any needed repairs immediately to supervisor (such as leaky faucets or toilets, loose tile, broken window, etc.).
- Ensures that vehicles are cleaned according to schedule.
- Ensures an adequate supply of clean linen in a good state of repair.
- Ensures that rooms are checked regularly for repairs and refurbishing, and refer required maintenance to supervisor.
- Provides laundry services as required.
- Provides basic food preparation, kitchen assistance services as required.

QUALIFICATIONS AND EXPERIENCE:

Past experience in a related field is desirable.





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REMUNERATION PACKAGE:

SALARY – Grade 4 \$32,550.00 per annum

APPLICATION PROCEDURE:

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page. Shortlisted candidates must submit a Police Certificate/Record.

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

