



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: Porter
DEPARTMENT: Aged Care and Rehabilitation
MINISTRY: Health and Human Services
LOCATION: South Caicos

To provide support service to the Aged Care and Rehabilitation Department personnel to maintain the cleanliness of buildings, moving clients and moving supplies and materials.

KEY DUTIES AND RESPONSIBILITIES:

- On arrival to work, ensure bins are emptied
- Remove garbage from all stations before end of shift and any other time as necessary and always maintain a clean environment
- Garbage removal from all occupied buildings
- Clean all windows and screens weekly
- Clean fans weekly and high dust weekly
- Ensure that there are no cobwebs in any area
- Check all buildings to ensure they are secure
- Pull out furniture and nightstands weekly
- Check office
- Additional working hours during hurricane season or any other disaster
- Clean and mop other areas as requested
- Lifting and moving of equipment and supplies
- Collect supplies from airport/stores as required
- Do security check and reports on any suspicious activities
- Adhere to all Public Service codes, rules and regulations
- Other related tasks as assigned.

MINIMUM QUALIFICATIONS & EXPERIENCE:

Qualifications:

- High School Diploma

Experience:

None, on the job training will be provided

SALARY: GRADE 2.1: \$23,036.00 per annum





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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.

Current serving officers must apply through their Head of Department.

Applications without supporting documents will not be processed

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

