



**JOB DESCRIPTION**  
**CONTRACTUAL POSITION**

**JOB TITLE: HOSPITALITY ATTENDANT**

**JOB SUMMARY:**

The incumbent is required to execute janitorial duties within a commercial environment

**REPORTS TO:**

- Administrative Support Clerk II, designated officer

**SUPERVISION GIVEN TO:**

N/A

**DUTIES AND RESPONSIBILITIES:**

- Cleans and maintains in a hygienic manner, office work areas, kitchenettes, appliances and equipment
- Checks cutlery, crockery, refrigerators and other kitchen equipment/ appliances to ensure security and proper functioning
- Prepares and serves light snacks and refreshments, such as tea, coffee and juice
- Monitors supplies to ensure adequate levels and makes requests for replenishment when necessary
- Prepares and clears meeting rooms as required
- Performs any other related duties as required

**KNOWLEDGE, SKILLS AND ABILITIES**

**KNOWLEDGE:**

- Some knowledge of care and use of kitchen equipment, appliances and utensils
- Some knowledge of the supplies and methods used in food preparation, handling and services
- Some knowledge of cleaning materials and supplies

**SKILLS AND ABILITIES:**

- Ability to serve food
- Ability to follow simple oral and written instructions
- Ability to establish and maintain effective working relationships with fellow employees and members of the public
- Ability to maintain confidentiality

**MINIMUM EXPERIENCE AND TRAINING:**

- Minimum of six (6) months' experience in commercial cleaning/janitorial services
- Minimum of six (6) months' experience in the provision of Hospitality services
- Primary school leaving certificate or evidence of having attended a secondary school for a minimum of three (3) years