



## MINISTRY OF AGRICULTURE, FISHERIES AND MINING CAREER OPPORTUNITY

The **Ministry of Agriculture, Fisheries and Mining** is inviting suitably qualified persons to fill the role of **Part-Time Cleaner** in the **Facilities and Property Management Branch, Hope Gardens, Kingston.**

**Salary: \$13,024.00 per week**

### **JOB PURPOSE**

Under the general supervision of the Caretaker/Chief Office Attendant, the Part-Time Cleaner is responsible for providing support services by cleaning the offices, bathrooms and maintaining the sanitation of the premises and its environs.

### **KEY OUTPUTS**

- Offices cleaned.
- Bathrooms cleaned, sanitized and serviced.
- Offices, ceilings, and buildings cobwebbed.
- Garbage/waste disposed of, and bins cleaned.
- Windows, verges, and doors dusted and cleaned.
- Floors swept, stripped, wiped, and polished.
- Mats washed.

### **KEY RESPONSIBILITY AREAS**

#### **Administrative Responsibilities**

- Cleans office spaces daily.
- Cleans, services, and sanitizes bathrooms.
- Sweeps, vacuums, and mops floors and stairways.
- Dispose of waste/garbage and cleans/wash bins.
- Sweeps, strips, wipes, polishes, sanitizes, waxes, and buffs floors.
- Washes and dries mats and return them to their location.
- Dust and cleans blinds, windows, windowsills doors, and verges (both internal and external).
- Maintains an inventory of cleaning and toiletry supplies.
- Unlocks and locks office doors to ensure safety.
- Observes the appearance and condition of premises and equipment and makes reports as necessary.
- Makes recommendations for repair and improvements to bathrooms and offices and stairways.
- Washes walls, cleans ceilings, woodwork, windows, mirrors, and fixtures using both step and extension ladders. (Males only).
- Loads and unloads cleaning supplies and moves heavy furniture and equipment.

#### **Other Responsibilities**

- Performs any other related duties assigned by the Chief Office Attendant/Caretaker.

## **PERFORMANCE STANDARDS**

- Offices properly cleaned and sanitized daily
- Bathrooms properly cleaned, sanitized, and serviced daily
- Offices, ceilings, and buildings thoroughly cobwebbed on a regular basis/when needed
- Garbage/waste disposed of daily, and bins cleaned/washed
- Windows, verges, and doors dusted and cleaned on a regular basis or as required
- Floors swept, wiped, and polished daily
- Floors stripped as required
- Mats washed weekly

## **REQUIRED COMPETENCIES**

### **Core**

- Good Customer Service and Quality Focus skills
- Good Teamwork and Cooperation skills
- Good Interpersonal skills
- Good Oral and Written Communication skills
- Good Problem-Solving skills
- Good Planning and Organizing skills
- Able to use initiative

### **Technical**

- Ability to Read and Follow instructions
- Basic knowledge of Hygiene and Sanitization standards
- Knowledge of the proper use of chemicals and pesticides
- Good Housekeeping skills
- Ability to operate and use janitorial tools, and supplies such as floor buffers, vacuum cleaners and cleaning compound solutions
- Knowledge of the Ministry's Policies and Procedures

## **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Completion of Secondary Level Education

## **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Exposure to harmful chemicals, fumes, and dust.
- Specified working schedule.

## **AUTHORITY**

- NIL

Applications accompanied by resume should be submitted no later than **February 13, 2026** to:

**Senior Director**  
**Human Resource Management and Development Division**  
**Ministry of Agriculture, Fisheries and Mining**  
**Hope Gardens**  
**Kingston 6.**  
E-mail- [jobopportunities@moa.gov.jm](mailto:jobopportunities@moa.gov.jm)

Please note that we thank all for responding, but only short-listed applicants will be contacted.