

Opening Date: 13 June 2022
Closing Date: 27 June 2022
Location: Tortola
Vacancy Notice No. MHSD 9 of 2022
Job Classification: Grade 3
Ministry/Department/Unit: Adina Donovan Home for the Elderly
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$18,367-\$20,074 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE Laundress

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will perform laundering and cleaning duties throughout the Department to provide a clean, tidy and sanitized environment.

MAIN RESPONSIBILITIES

1. Performs assigned cleaning duties with due regard to Health & Safety procedures and policies, and with responsibility towards staff and the general public.
2. Keeps an inventory for cleaning supplies advising when re-ordering is necessary.
3. Ensures that all laundry is collected, laundered and put away in appropriate places in an efficient and timely manner.
4. Requests and collects laundry detergent/supplies from the Housekeeper to ensure that the laundry service may be completed without unnecessary delay.
5. Cleans the washing machine, dryer, tidies the laundry room and reports any broken machinery to the Housekeeper to ensure that the laundry facilities are well organized and available for use on a daily basis.
6. Observes safety and fire rules to ensure that correct policies and procedures are followed at all times.
7. Cleans bathtubs, showers and face basins daily.
8. Cleans fans and washes mattresses and bed frames as necessary.
9. Cleans dining room tables after each meal.
10. Cleans and keeps water coolers filled daily.
11. Maintains a safe environment and keeps all utensils and tools out of halls/walkways.
12. Knows and observes fire safety rules.
13. Reports all incidents including broken appliances/working tools to Housekeeper by end of shift.
14. Performs any other related duties as required by the Guest Relations/Housekeeping Officer or any other senior officer in order to contribute to the effectiveness and efficiency of the Government House.

BEHAVIOURAL COMPETENCIES

1. Plans own time effectively
2. Observes departmental standards for own conduct
3. Manages own work
4. Ensures own actions reduce risk to health and safety
5. Manages customer relationships
6. Contributes to the effective use of resources
7. Communicates clearly and effectively

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Clinical environment
- Domestic environment
- Exposure to chemicals, dust and fumes

MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Certificate or equivalent
- Two (2) year's work experience in cleaning/housekeeping
- Good knowledge of cleaning agents and equipment
- Basic knowledge of Government structure, policies and procedures
- Basic knowledge of Health & Safety Regulations, Policy and Procedures
- Sound knowledge and ability in housekeeping, and use of cleaning materials and equipment
- Sound interpersonal skills
- Basic use of standard office equipment
- Ability to work with minimal supervision
- Basic oral, reading and written communication skills

HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.

Agency:

**Acting Permanent Secretary
Ministry of Health and Social Development**

Applicants should submit the Employment Application (available at: www.bvi.gov.vg); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at:

Road Town, Tortola VG 1110
British Virgin Islands
or by email: hrdbvi@gov.vg

www.bvi.gov.vg/services/emp. All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click www.bvi.gov.vg/services/emp.

Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.