



Southern Regional Health Authority

Clarendon Health Department

Compassion | Accountability | Respect | Efficiency

1-3 Jackson Street, Denbigh, Clarendon, Jamaica WI

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Website: www.srha.gov.jm



The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position at **LIONEL TOWN HOSPITAL**:

FEMALE OFFICE ATTENDANT (LMO/TS 1) - VACANT

(Salary range \$18,647 - \$25,078 per week and any allowance(s) attached to the post)

Job Summary

Under the general supervision of the Designated Supervisor, the incumbent is responsible for the general cleanliness of the office environment, including the lunchroom and bathrooms. She also prepares and serves refreshment for meetings and other events as required.

Qualifications and Experience:

- Secondary School Certificate or equivalent qualifications.
- A minimum of two (2) years' working experience within a similar position.
- Must possess a valid Food Handler's Permit.

Specific Knowledge/Skills Required:

- Knowledge of basic cleaning and sanitation procedures.
- Knowledge of maintaining a clean, orderly, and presentable office environment.
- Basic knowledge of customer service and professional office etiquette.
- Good communication and interpersonal skills.
- Ability to demonstrate care, responsibility, and attention to detail.
- Ability to prioritize and manage multiple routine tasks.
- Knowledge of operating office equipment safely and efficiently.

Key Responsibilities will include:

- Cleans and sanitizes the offices on a daily basis; including dusting of furniture and cleaning of telephones.
- Prepares and serve beverages to internal and external customers.
- Prepares snacks for meetings, and other fora as directed.
- Purchases supplies for refreshment.
- Washes utensils and tidies the lunchroom and washrooms.
- Replenishes the washrooms with hand towel and soap as needed.
- Performs miscellaneous duties as directed from time to time, delivering and distributing mail, photocopying documents, etc.
- Potted plants in the offices are cared for.

Special conditions associated with the job:

- Normal office environment.
- May be required to make deliveries on foot on occasion.
- May be required to work overtime.

Applications along with resume should be sent no later than **Thursday, September 10, 2026** via email to:

Human Resource Officer
Lionel Town Hospital
Bustamante Drive, Lionel Town, Clarendon
E-Mail: lthjobs365@gmail.com

PLEASE INDICATE THE NAME OF THE JOB YOU ARE APPLYING FOR IN THE "SUBJECT LINE" OF YOUR EMAIL.

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED