

**MINISTRY OF HUMAN SERVICES AND SOCIAL SECURITY**  
**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Porter
<b>SALARY GRADE:</b>	02
<b>DIVISION:</b>	Social Services
<b>DEPARTMENT/SECTION/UNIT:</b>	Palms Geriatric Home
<b>REPORTING OFFICER:</b>	Assistant Administrator
<b>SUPERVISION GIVEN TO</b> Directly:  Indirectly:	
<b>JOB PURPOSE</b>	Responsible for helping to transport residents, meals, equipment, and the cleaning of compound.
<b>MAIN DUTIES AND RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>▪ Take meals from kitchen to wards.</li> <li>▪ Return empty buckets from wards to kitchen.</li> <li>▪ Transport residents to wards, clinic and ambulance.</li> <li>▪ Perform portering duties in kitchen and stores.</li> <li>▪ Take corpses from ward to mortuary in the compound.</li> <li>▪ Assist in putting corpses in coffins.</li> <li>▪ Weed and clean compound and wash drains.</li> <li>▪ Empty and wash garbage bins.</li> <li>▪ Cobweb wards and other departments.</li> <li>▪ Accompany vehicle for the purchasing of dietary and miscellaneous items.</li> </ul>
The above responsibility statements identify specific duties necessary to attain the Ministry of Human Services and Social Security overall objectives while not precluding the jobholder from carrying out other related activities that may be inherent in the job.	
<b>APPLICABLE QUALIFICATIONS AND EXPERIENCE</b>	Sound primary school education. Good physical condition, stamina, and strength.
<b>WORKING CONDITIONS</b>	The incumbent works in the compound and wards. Ninety percent of time within an eight-hour workday, the job holder is exposed to infectious diseases.