



TATECO (POS) CREDIT UNION

NOTICE

#85 FIFTH ST. BARATARIA, TRINIDAD

#32 WILSON RD. SCARBOROUGH, TOBAGO

25 PENITENCE ST. SAN FERNANDO

JOB POSTING / ON CONTRACT

Applications are invited for appointment to the under mentioned position. Applications should detail qualifications and experience and should be addressed to:

**The Secretary of the Board
TATECO (POS) Credit Union
85 Fifth Street
Barataria**

APPLICATION FOR CARETAKER – TATECO (POS) CAR PARK

GENERAL ACCOUNTABILITY:

- The Caretaker is responsible to the Administrative Officer and is generally responsible for facilitating the proper maintenance and efficient operation of the Society's car park facility located at No.33-35 Park Street, Port of Spain, in accordance with the Society's approved policies and procedures. The Caretaker is a Contracted Employment Position. The contract shall be for a period of one (1) year and will be subject to renewal pending a satisfactory appraisal.

KEY RESPONSIBILITIES:

- To open/close/secure Car Park gates at agreed times. (Normal operational hours 6.00 am – 6.00 pm)
- To log vehicles entering and leaving the Car Park.
- Ensure availability of spots for use by monthly paid customers.
- To notify Administrative Officer immediately of any issues and or accidents affecting the Car Park.
- Ensure that the Car Park and Guard booth are kept in good order, inclusive of the following;
 - Keep carpark free of debris, grass, and any unwanted objects.
 - Maintain visible lines in carpark.
 - Clean carpark booth.
 - Any other ad-hoc duties that may be required from time to time.

PRE-REQUISITES:

- Good Interpersonal Skills
- At least one (1) year experience in a similar position
- A Police Certificate of Good Character not more than three (3) months
- A valid Driver's License

SPECIFIC SKILLS AND KNOWLEDGE:

- Good oral and written communication skills
- Demonstrate the ability to work effectively as part of a Team.
- Demonstrate problem solving skills.
- Must be good at self – management.
- Demonstrate the ability to use initiative to anticipate and prevent parking issues.
- Must be highly confidential.

- **RENUMERATION:** Not disclosed.

Applications may be delivered either in-person or via email at admin@tatecocu.com

THIS JOB REMAINS POSTED UNTIL 30th OCTOBER 2024