

OPERATIONS OFFICER (GENERAL HAND)

JOBSPPLUS PERMIT NUMBER: 277/2024
JOBSPPLUS VACANCY NUMBER: 404902

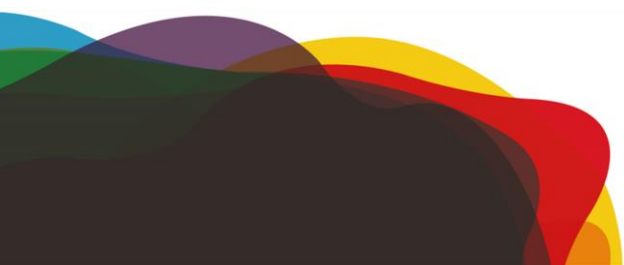
Role

The role is part of the whole organisation team and as such requires you to perform such reasonable tasks that are required, as and when necessary, to maintain, promote, develop and expand the business of our organisation and its interests in general.

Duties

1. To carry out basic repairs and to assist in preventive maintenance of exhibits, buildings and infrastructure.
2. To assist in providing a handover to sub-contracted security on door opening and closing, and the functioning of fire and intruder alarm systems located at MCST and ESPLORA.
3. To utilise the maintenance vehicle to run errands as and when required.
4. To assist the Facilities Working Supervisor and his/her delegate in the daily handover between shifts.
5. To assist in administrative tasks that may be required from time to time.
6. To carry out general painting and decorating, dismantling and assembling the conference room and other areas with Maintenance/Kitchen team.
7. To attend continuous professional development, training sessions and team days as required.
8. To assume responsibility for the maintenance of the MCST and Esplora grounds in an orderly and clean condition.
9. To provide maintenance support to housekeeping, catering and gardening.
10. To ensure that all maintenance equipment is correctly stored, maintained and serviced.
11. To maintain an inventory of maintenance supplies, materials and equipment.
12. To replenish stocks of inventory items.
13. To make use of Café' Order Buzzers and deliver food to customers.

14. To assist patrons with their seating table, assist them with any information on the menu/specialities



of the day, take orders, enter the order into computers for transmittal to kitchen staff and serve any food and beverages to patrons.

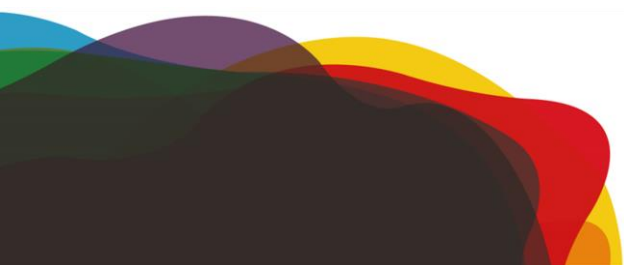
15. To assist the cashier/ticketing clerk when needed and to prepare a variety of beverages such as coffee, tea, bottled drinks over the counter, and related duties such as cleaning.
16. To provide various forms of assistance to host and serve staff as required.
17. To assist during any events and preparation of the set-up accordingly.
18. To contribute to the implementation of *Continuous Improvement* initiatives.
19. To safeguard personal health and safety and that of others and report any health and safety concerns to ensure set standards are maintained.
20. To ensure proactive compliance with *MCST Policies & Procedures*, including child protection, risk assessments and implementing safe systems of work.
21. The list is not exhaustive, and management may change or add tasks if and when required and according to the exigencies of MCST and its subsidiaries.

Requisites

1. School-leaving certificate.
2. Police conduct certificate issued in the last six months.
3. Verbal and written knowledge of Maltese, English and Maths.
4. Driving Licence B.
5. Two years' relevant work experience.
6. Basic electrical knowledge and tool-handling skills will be considered an asset.

OR

1. School-leaving certificate.
2. Police conduct certificate issued in the last six months.
3. Two years' relevant work experience.
4. Able to use Microsoft applications.
5. Able to communicate in Maltese and English.
6. Commitment to attend Food Handling and Food Hygiene course immediately after employment, and to provide the relevant and valid certificate before confirmation of probation period



Working Conditions

This position is on an indefinite basis with a starting salary of €16,323 per annum and a yearly increment subject to good working performance.

- Career advancement opportunity;
- Opportunity for external training sponsorship;
- Free Gym membership;
- Parking Facility;
- Teambuilding activities.

How to Apply

Interested applicants are to email their Europass CV and a copy of their academic certificates to recruitment.mcst@gov.mt, by not later than **cob 14th May 2024**.

Late and/or incomplete applications will not be processed.

By applying for this position, you are agreeing to the data practices for the collection, use and disclosure of your Personal Information in accordance with the MCST Privacy Policy

<https://mcst.gov.mt/our-privacy-policy/> You can withdraw your consent at any time by sending us an email through recruitment.mcst@gov.mt.

