

# **Job Description & Responsibilities**

## **Job Title**

**Cook - Keadue Social Services**

## **Keadue Social Services**

Keadue Social Services offer a day & activity centre and community food services programme, which services the needs of the older people and adults with disabilities in Keadue and the surrounding areas of North Roscommon and Leitrim.

It is managed by Roscommon LEADER Partnership on behalf of Pobal and funded by the Department of Social Protection.

## **Role Overview**

The Cook has overall responsibility for ongoing healthy menu planning and the daily preparation, cooking and serving of dinners at the centre.

## **Reporting to**

This role reports to The Manager, Keadue Social Services.

## **Location**

St Ronan's Hall, Keadue, Co Roscommon

## **Key Responsibilities**

Outlined below are the key responsibilities for this role:

- Provision of all daily meals for the centre
- Ensuring that all food preparation and production is carried out to the highest standards to ensure customer satisfaction and compliance with HACCP and food safety regulations
- Healthy menu planning, taking into account the dietary requirements of clients
- Liaise with Manager regarding stock ordering keeping within budget guidelines
- Ensuring that the kitchen and dining room are clean and tidy at all times
- To minimize wastage and stock loss
- Check all deliveries to ensure accuracy and to confirm receipt matches items ordered and dealing with any issues identified
  
- To ensure prompt and accurate completion of all appropriate reports
- Provide clear communication with staff to ensure the smooth running of the kitchen and dining area
- To communicate with clients in a clear and concise and polite manner and to ensure they are respected and made to feel welcome
- To ensure clients with special needs are given every assistance and attention required
- Work in accordance with Keadue Social Services Procedures Manual and Health & Safety Manual

- Report and, where possible, take action on incidents, accidents, near misses and damage as per Keadue Social Services Health & Safety Manual
- Report any faulty or damaged equipment immediately
- Ensuring that all reasonable care is taken for the health and safety of yourself and others in the kitchen area
- To be familiar with the requirements of the Safety, Health at Work Act 2005
- Be aware of and promote Fire Safety rules and regulations
- Attendance of any training course required by management
- Promote the Centre where possible with a view to its development and sustainability going forward
- Undertake any other duties as required in order to keep the facility running smoothly
- Confidentiality of Centre and Clients to be maintained at all times
- Provide cover as required for staff across the Centre
- Carry out all duties in accordance with the agreed policies and procedures of Roscommon LEADER Partnership

**IMPORTANT - please note CSP eligibility requirements attached**

**CONFIDENTIALITY OF THE SERVICE USERS, STAFF AND CENTRE TO BE MAINTAINED AT ALL TIMES**

**NOTE**

**This job description and list of duties is not exhaustive and may be reviewed, updated and/or amended from time to time in line with the ongoing development of Roscommon Integrated Development CLG's operations and needs of the services.**



*Keadue Social Services*

Community Matters



## **CSP EMPLOYMENT ELIGIBILITY**

CSP supports the employment of individuals, who have previously been unemployed, in delivering the community service. We particularly welcome applications from applicants who qualify in the following categories which are outlined below (a-f):

- a. Person in receipt of Jobseeker's Benefit (JB), Jobseeker's Assistance (JA) or one parent family payment (OPF).
- b. Persons in receipt of disability allowance (DA), invalidity pension, blind persons pension or other disability benefit.
- c. Travellers in receipt of Jobseeker's Benefit or Jobseeker's Assistance or one parent family benefit.
- d. Stabilised and recovering drug miss-users.
- e. People employed from Tús, Community Employment (CE) and Job Initiatives (JI) schemes are deemed eligible. Former RSS workers who were previously CE placements are also eligible.
- f. Ex-prisoners.

### **Please note the following applies:**

- We are aiming for 100% recruitment from the above employment categories above (a –f), however we have to ensure that we satisfy the 70% criterion relating to FTEs (i.e. overall hours) rather than head count of employees from the above categories with the remaining 30% of employees may be recruited from the active labour market, i.e. people already in employment.
- Individuals in CSP supported worker posts may retain entitlement to secondary welfare benefits, as determined by the DSP. Individuals entering CSP supported posts are not entitled to Back to Work Allowance, but they are entitled to this allowance on moving on from a CSP supported post to mainstream employment in the labour market.
- The following Employment exclusions apply:
  - An individual occupying a CSP supported post may not also hold a Tús, CE or RSS placement, or vice versa.
  - Individuals who have reached their 66th birthday and qualify for the state pension may not hold a CSP supported post (worker or manager post). The employer has the right to continue employing that person after their 66th birthday from their own funds.
  - While the employer determines the hours of the CSP supported employees, a FTE allocation is not intended to be deployed solely as seasonal or very low hour's staff; for example, the deployment of 2 FTEs as 16 part-time staff is not acceptable.
- We are required to obtain evidence of eligibility for each person in a CSP supported post and to retain this on the successful applicant's individual's employment file. The CSP Employment Eligibility Form is required to be completed at the time of recruitment, signed by DSP, and retained by the employer for each employee under all employment categories except:
  - Workers employed under the former Social Economy programme as long as the employer can evidence their continuing employment since 2005.
  - Recovering drug miss-users and ex-prisoners (requires a letter of referral from e.g. probation officer, drug task force or other specialist agency)
  - A P45 from Pobal in relation to former Tús participants or from the CE sponsor group in the case of Community Employment.