

JOB DESCRIPTION

Position: Keadue Social Services Cook, Kitchen & Dining Room Assistant (please note CSP eligibility requirements overleaf) salary will be €20,685

Reporting to: Keadue Social Services Centre Manager

Location: St Ronan's Hall, Keadue, Co Roscommon

Your principal duties & responsibilities will be:

- Provision of all meals daily 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 legislation
- Provide clear communication with staff to ensure the smooth running of the kitchen
- To minimise wastage and stock loss
- Liaise with Manager regarding stock ordering, keeping within budget guidelines
- Work in accordance with Keadue Social Services procedures manual and Health and Safety manual
- Check all deliveries to ensure accuracy and to confirm receipt matches items ordered and dealing with any issues identified
- Report and, where possible, take action on incidents, accidents, near misses and damage as per Keadue Social Services and 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 & regulations
- Attendance of any training courses 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

Experience required

- Experience working in a food preparation environment
- HACCP trained certification

Skills/Knowledge required

- Highly organized
- Excellent written and oral communication skills
- Health & Safety knowledge
- Ability to work as part of a team as well as on own initiative
- Full Clean Driving Licence is desirable but not essential
- Garda vetting and satisfactory references are essential

PLEASE NOTE

This list of duties is not exhaustive and will change in line with the ongoing development of Keadue Social Services operations and services.

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.