



JOB DESCRIPTION & PERSON SPECIFICATION

Temporary part-time Catering Assistant
Temporary
Part-time

PERSON SPECIFICATION

Job Title: Temporary part-time Catering Assistant

Department: Catering

Report to: Catering Manager

FACTOR	ESSENTIAL	DESIRABLE
Qualifications	<p>Candidates must:</p> <p>(a) Have been educated to Leaving Certificate standard</p> <p>Or</p> <p>(b) Have passed an examination at second level</p>	<p>(a) Have undertaken or commit to undertake the relevant FETAC Accredited Course.</p> <p>(b) Qualification in Basic Food Hygiene</p>
Experience	<ul style="list-style-type: none"> • Minimum of 1 year's relevant experience in a catering department of healthcare or equivalent sector for the service of food and beverage. 	
Skills/Abilities	<ul style="list-style-type: none"> • Have excellent interpersonal and communication skills • Have fluent command and understanding of English language to include spoken and written. 	
Knowledge & Understanding	<ul style="list-style-type: none"> • Demonstrate the ability to work on their own initiative and as part of a team • Demonstrate self-motivation and drive in a busy work environment • Demonstrate the importance of a patient focused approach to work. 	

JOB DESCRIPTION

JOB TITLE: TEMPORARY PART-TIME CATERING ASSISTANT

DEPARTMENT: Catering

REPORT TO: Catering Manager

ABOUT THE COOMBE WOMEN & INFANTS UNIVERSITY HOSPITAL

The Coombe Women & Infants University Hospital (CWIUH) Dublin is a voluntary teaching hospital with national regional and area responsibilities for ensuring the optimal health of mothers, women and infants (up to 10,000 pregnant women per annum).

The Hospital is a national tertiary referral centre for specialised services including maternal and foetal medicine, neonatology, gynaecology and anaesthesia.

The Hospital has a substantial academic portfolio in terms of multidisciplinary education, research and training.

The Hospital hosts two University Departments of Obstetrics and Gynaecology, the National Cervical Cytology Training Centre and the Hub Centre for continuing Midwifery education in the Greater Dublin area. The Research Laboratory in the Hospital campus is a leading European Centre for molecular biology research.

MISSION STATEMENT

“Excellence in the care of women and babies”

VISION

Nationally and internationally recognised leader in healthcare for women, babies and their families.

VALUES

- Empathy for all
- Teamwork
- Dignity & Respect
- People at the heart of everything we do
- Always striving to be at our best

Delivering expectations

Overall job role:

The successful candidate will be initially assigned to an area designated by the Catering Manager or nominated deputy however to maintain service delivery requirements could be

assigned to other wards or areas in the Hospital. As a key team member of the department, they will be responsible for the delivery of an efficient, effective and high quality service to meet hospital service requirements. They will be required to provide cover for staff who are on leave. They will be required to cover shifts in the staff restaurant, main kitchen and the ward kitchens and maintain a flexible approach to performance of duties as specified. They will be required to be flexible in their approach to carry out any duties which may be assigned to them in the department.

Responsibilities & Accountabilities:

Hygiene

- Be aware of, and practice good food and hand hygiene at all times
- Maintain a high level of cleanliness within the ward pantries and carry out cleaning procedures as outlined within the cleaning schedules.
- Ensure the correct use of all cleaning agents
- Maintain the highest standards of personal hygiene and adhere to prescribed policies on dress code and behaviour.
- Ensure the correct disposal of all food waste from you designated work area.

Patient Service Wards and Delivery Suite

- Set up trays and tables for meals - breakfast, lunch and tea
- Maintain a prompt and efficient food delivery service to patients
- Collect and wash all delph and cutlery
- Collect Burlodge trolley from Main Kitchen and return to kitchen after service
- Check with patients in regard to their menu choice for the day
- Assist Catering Supervisor in ordering the correct numbers of lunches and teas
- Issue menu cards to patients, collect and collate orders and pass information on to main kitchen (where applicable)
- Assist Catering Supervisor in ordering stores and collection of same.
- Operate equipment within the ward pantry and undertake the associated temperature monitoring, recording and control procedures.
- Alert a member of the management team to any incorrect readings or incidents of poor food quality in order that remedial action can be taken.
- Remove food waste and transport to designated collection area
- Be aware of any patient with special dietary requirements or food allergies
- To adhere to and sign off on all cleaning schedules
- To ensure all equipment including Reggi trollies, dishwasher and fridges are left in a clean and hygienic manner
- Collect crockery/cutlery from Theatre, Baby Unit and Doctors Residence and return to the Staff Restaurant
- Assist with meal service on the wards if required

Covering in Staff Restaurant

- Cleaning of all appliances in the staff restaurant
- Washing down all tables and chairs and clearing in after meal service
- Washing all crockery and cutlery
- Servicing the counter and the salad bar
- Preparing salads and sandwiches as required
- Filling in of cleaning schedules as required
- Washing floors and other surfaces in the catering department
- Covering the cash as required
- Covering functions as required
- Cleaning of staff changing facilities
- Ensuring that a high standard of cleanliness is maintained at all times
- Ensuring a high level of customer satisfaction at all times
- Report any equipment defects to the catering manager on duty

Covering in Main Kitchen & Ward Kitchens

- Cleaning of all appliances in the kitchen
- Filling in of cleaning schedules as required
- Washing floors and other surfaces in the catering department
- Putting away food deliveries
- Plating desserts and salads for service
- Covering pot wash as required
- Cleaning of all fridges and freezers in the main kitchen
- Cleaning hot plate in staff restaurant
- Cleaning staff changing facilities
- Ensuring that a high standard of cleanliness is maintained at all times
- Bringing soiled tea towels and oven gloves to the laundry and returning clean laundry to container provided.

Covering Functions

- Cleaning of night staff area
- Cleaning of the Chefs/Supervisors locker room
- Set up deliver and collect functions as required
- Prepare salads and sandwiches as required
- Carry out floor cleaning duties as required
- Carry out wash up duties as required
- To adhere to and sign off on all cleaning schedules
- Service all functions as required
- Ensuring all function trollies are kept clean and tidy and organised for the following days service

Other Duties

- Adhering to all HACCP regulations
- Undertake any all catering tasks at the request of the assigned department manager, in a motivated manner, utilising experience and initiative, ensuring activities are conducted in accordance with the assigned department's policies, protocols and catering requirements.
- Report all defects in equipment to Catering Supervisor
- Ensure patients are dealt with in an appropriate polite manner at all times.
- Report promptly for duty and comply with all Hospital regulations in relation to the use of the electronic time and attendance system.
- Ensure that full uniform as provided by the hospital is clean and worn at all times while on duty.
- Maintain personal hygiene at all times so as to ensure that the highest standards of professional image are presented within the hospital as well as maintaining best practice with regard to infection control.
- Be familiar and comply with the hospital infection control policy.
- Be familiar and comply with lifting and handling technique
- Be familiar and comply with the hospital fire policy and fire drill.
- Be familiar and comply with the hospital Policy on waste disposal
- Adhere to all Policies and Procedures including treating in a confidential manner any information obtained during the course of employment.
- Attend all further education and department training when required
- To undertake other catering assistant duties as required from time to time
- Attend all Health and Safety lectures when required.
- Take precautions against fire, accidents, incidents and report to the appropriate staff.
- Attend meetings if requested to by Head of the Catering Department.

Age Restrictions In Relation To Applications

Age restriction shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed applications for the office occurs.

Health

“A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health as would indicate a reasonable prospect of ability to render regular and efficient service.”

Be of good character

A person selected for this role must be of good character.

Garda Vetting

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable

persons. Given the specialised nature of the services provided by the Coombe Women and Infants University Hospital, your appointment is subject to satisfactory Garda Vetting and re-vetting in circumstances where the Hospital deems it appropriate. You are obliged to disclose previous and any criminal convictions acquired during the course of your employment. Should the Hospital obtain information from the Garda Vetting Unit to indicate that your Garda clearance report is not satisfactory and / or if you have supplied the Hospital with false or misleading information in relation to your Garda clearance status, the Hospital may terminate your contract with immediate effect.

Particulars of Office

The appointment is permanent full-time, part-time and pensionable.

Duties

The responsibilities of this post will evolve and may include other relevant duties, not currently documented in this job description which the post holder would be required to undertake in line with service requirements, following consultation. The responsibilities and reporting structures for this position, as outlined, may be subject to change in the future, within the context of the reconfiguration of management structures in the hospital and the managed clinical network.

Hours of work

Normal working hours are up to 39 hours per week worked over 5 days Monday-Sunday. However, you will be required to work the agreed roster/on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8 am to 8 pm over 7 days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement.

Flexibility

This post requires a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required, i.e. evenings/weekends.

Remuneration

Remuneration is in accordance with the salary scale approved by the Department of Health & Children effective from 1st October 2023. Current remuneration as follows:

€34,195 by 8 increments to €41,723 per annum (pro-rate)

Probation

The successful candidate will be appointed initially for a probationary period of six months. During the probationary period progress or otherwise will be monitored and at the end of the probationary period the service will (a) be certified as satisfactory and confirmed in writing or (b) if not satisfactory, the probationary period may be extended by 3 months.

Annual Leave

Annual leave entitlement is 23 working days (179.4 hours) **pro rata** per annum, plus 10 Bank Holidays per annum as they occur. The annual leave year runs from 1st of April to 31st March each year.

Sick Leave

Sick pay will be paid in accordance with the Public Service Sick Leave Scheme and the Coombe Hospital Sick Leave Policy. The granting of sick leave is subject to compliance with the Coombe Managing Attendance Policy.

Termination of Office

The employment may be terminated at any time by one months' notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/2001. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

Pension arrangements and retirement age

There are three superannuation schemes currently in operation for staff in The Coombe Women & Infants University Hospital:

- (a) Voluntary Hospital Superannuation Scheme (Non-New Entrant)
- (b) Voluntary Hospital Superannuation Scheme (New Entrant)
- (c) Single Public Service Pension Scheme

Please read carefully the summary of the criteria for the three superannuation schemes below. This will assist you in identifying which scheme membership is applicable to your employment circumstances.

- (a) If you have been continually employed in the public service prior to the 1st April 2004 and you have not had a break in service of more than 26 weeks, you will be included in the Voluntary Hospital Superannuation Scheme (Non-New Entrant) with a Minimum Retirement Age of 60 and a Maximum Retirement Age of 65.
- (b) If you have been continually employed in the public service post the 1st April 2004 and you have not had a break in service of more than 26 weeks, you will be included in the Voluntary Hospital Superannuation Scheme (New Entrant) with a Minimum Retirement Age of 65. There is no Maximum Retirement Age.

The compulsory retirement age of 65 has been removed enabling staff to remain longer in work should they wish, subject to suitability and health requirements.

- (c) If you have commenced employment in the public service as a new entrant or you are a former public servant, returning to the public service after a break of more than 26

weeks, you will be included in the Single Public Service Pension Scheme effective from the 1st January 2013 with a minimum retirement age of 66 (rising to 67 and 68 in line with state pension changes). The maximum retirement age under this scheme will be age 70.

The person appointed will be required to join the relevant Superannuation Scheme and will be required to contribute to the employing authority at the appropriate rate of gross annual superannuable remuneration as determined by the Minister responsible for the Scheme.

Pension benefits made to part-time staff will be on a pro-rata basis.

Pension Arrangements and Retirement Age:

For existing Public Servants (i.e. those who have entered the public service on or before the 31st March 2004) retirement is compulsory on reaching the age of 65 years.

However, candidates should note that changes have been made in the superannuation provisions and retirement ages for public servants who take up duty with effect from 1st April 2004.

In this context, new entrants, within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act 2004, to the public service should note:

The minimum pension age has been increased to 65 years for most new entrants to the public service. The compulsory retirement age of 65 has been removed

Pension benefits for new entrants will accrue on a standard basis (i.e., one year's credit for one year's service up to a maximum of 40 years' service) while normal abatement of pension provision will apply to all public sector posts.

With effect from 1st January 2013, it is a condition of the appointment of new entrants to the public service* that you be a member of the Single Public Service Pension Scheme. Please see information booklet attached.

*A former public servant returning to the public service after a break of more than 26 weeks is considered a new entrant.

Health & Safety

- All employees must comply with the Safety, Health and Welfare at Work Act, 2005.
- Comply and enact Health and Safety responsibilities as outlined in Hospital policies, protocols and procedures relevant to your area.
- Take reasonable care to protect your own safety, health and welfare and that of any other person who may be affected by your acts or omissions at work.
- Ensure that personal protective equipment is worn while on duty
- Correct use of equipment

Information Technology

Ensure that you make the most effective and efficient use of developments in technology for both patient care and IT support in a manner, which integrates well with systems throughout the organisation, actively assisting in the integration of new technology and systems.

Hygiene/Infection Control

All employees have responsibility for Hygiene awareness. Hygiene is defined as “The practice that serves to keep people and environments clean and prevent infection.” All employees also have a responsibility under their terms of employment to prevent transmission of infection and to follow the hospital infection control policies and guidelines as outlined in the Infection Control Manual. All employees must be aware that they work in an area where there is potential for transmission of infection. All employees have a responsibility to follow hand hygiene guidelines as this is the single most important intervention to prevent the transmission of infection.

Confidentiality

In the course of the post holder’s employment he/she may have access to or have information concerning the personal affairs of staff or other confidential information. Such information is strictly confidential and unless acting on the instruction of an authorised officer, on no account must information concerning staff or other service business be divulged or discussed, except as appropriate in the performance of normal duty. In addition, information, records, files must never be left in such a manner that unauthorised persons can obtain access to them. No records, documents or property of the Hospital may be removed from the premises of the Hospital without prior authorisation. You must return to the Hospital upon request and, in any event, upon the termination of your employment, all documents or other property of the Hospital which are in your possession or under your control.

Data Management

Ensure compliance with the obligations required by the Data Protection Act 2003.

Trust in Care Policy

The Coombe Women’s Hospital is committed to the principles of the Trust in Care Policy and all employees have a duty to report concerns for the safety and welfare of patients with in the procedures detailed in this policy.

Children First: National Guidance for the Protection and Welfare of Children Act 2015

The hospital is committed to the principles of the Children First Act 2015 all employees must fully comply with Procedures and Practices including relevant legislation and Codes of Practice.

DEVELOPMENT OF HOSPITAL GROUPS

The Hospital Structure is currently under review and, therefore, reporting relationships may change. The development of Hospital Groups may require the post-holder to adopt a different reporting relationship and additional accountabilities. Full consultation will take place in advance of any such change

Note: This job description is an outline of current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. As the role develops in the hospital this job description may be reviewed in light of possible new structures and/or changing needs of the hospital.

The extent and speed of change in the delivery of health care is such that adaptability is essential at this level of appointment. The incumbent will be required to maintain, enhance and develop their knowledge, skills and aptitudes necessary to respond to a changing situation. The Job Description must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

Short-listing

Applicants will be subject to short listing based on information provided in their application, whereby only those who meet set criteria shall be called to interview.

Application Details

Intending applicants should submit a completed application form along with an updated Curriculum Vitae, and letter of application via www.rezoomo.com **before the closing date of 4.00pm on Monday, 2nd December 2024.**

Informal enquiries for this post can be made to **Tom Dowling, Catering Manager at +353 (0) 1 4085207.**

All candidates should note that, in order to maintain a timely process, the closing date and time for receipt of applications will be strictly adhered to.
