



Clarecare is a professional social enterprise with charitable status, providing a range of people centred social services to individuals and families in County Clare for over 50 years. Current services provided include Family Support, Elderly Care Services, Counselling and Bushypark Residential Addiction Treatment Centre. Clarecare's headquarters are based in Ennis with local offices in Bushypark, Shannon, Kilrush, Killaloe and Ennistymon. Further information is available on www.clarecare.ie www.bushypark.ie

Clarecare is supported by a partnership with TUSLA, Health Service Executive, other Government Departments, by charitable funding and by the Diocese of Killaloe.

JOB DESCRIPTION

Kitchen Assistant @ Weekends (Sat/Sun & Public Holidays - 4 Hours Per Day) Part-time Permanent Role

DESCRIPTION OF ROLE: Working with the Bushypark Chef and Centre Manager to ensure that meals are prepared and served in line with HACCP requirements while supporting the residents within the residential service

BUSHYPARK OBJECTIVES: To support with the provision of lunch/tea to the residents of Bushypark in conjunction with the current chef in the hours outlined above

JOB RELATIONS: The part-time Kitchen Assistant will report to the Manager of Bushypark and will work closely with the Chef and all other Bushypark staff members.

JOB LOCATION: The part-time position offered is currently based at Bushypark Treatment Centre, but location may change based on operational requirements

DAYS/HOURS OF WORK: 8 hours per week i.e. Saturday from 11am – 3pm and Sunday from 11am to 3pm. **In addition**, you will also be required to work Public Holidays from 11am – 3pm **and** also cover for the current Chef's yearly annual leave arrangements (Chef works Mon-Fri – annual leave arrangements are 31 days).

ANNUAL LEAVE: The pro-rated annual leave allocation for this position is 8% of the hours worked.

GENERAL RESPONSIBILITIES

- To report to the Deputy Manager at Bushypark or designate.
- Follow tasks/instructions given by the Chef at Bushypark or Deputy Manager or designate regarding the preparation and serving of food and to comply with HACCP regulations.

- To adhere to Clarecare policies and procedures in relation to your work in Clarecare
- Ability to maintain the principles of confidentiality in all areas of work
- To maintain paperwork in accordance with Clarecare standards in order to ensure that excellent record keeping practices are upheld within the Bushypark centre and in line with HACCP requirements
- To maintain professional boundaries in all areas of work with clients, staff, volunteers and external suppliers/visitors to the service
- To perform other duties as appropriate to the role as may be assigned to you by your line manager or designate.
- Attend all mandatory training as required by Clarecare in relation to your role
- Attend staff meetings as required

REQUIREMENTS/QUALIFICATIONS FOR THE POSITION

- Liaise with the Chef in Bushypark each Friday to familiarise yourself with the planned menu for the weekend cover and be aware of any dietary requirements as outlined in the chef handover book.
- To complete the Chef hand-over book each week thus ensuring there is a continuous record in place ensuring client dietary requirements are met.
- To ensure that food is prepared and presented to the highest possible standards and that suitable crockery is used in the serving of meals.
- To ensure that daily food allergens are displayed and recorded correctly in line with the daily menu, this is done in conjunction with the Chef.
- To maintain the highest level of sanitation in the kitchen thus ensuring that food preparation areas are clean and hygienic and in line with HACCP requirements and best practice standards.
- To oversee the residents in the undertaking of their therapeutic duties, wash up, serving etc and to support them in undertaking these tasks where required. Follow guidelines outlined in weekly therapeutic duty list.
- To support the residents tasked with washing up and serving in their roles and to ensure that the tasks are undertaken to the highest possible standards. Ensure that equipment/crockery and cutlery are stored in accordance with requirements.
- Ensure that the dining room is set up in advance of meal service and support the resident on duty in the completion of same where required.
- To ensure that all foods and other items are stored properly and in line with HACCP requirements.
- Ensure health and safety procedures are adhered to all times in line with Bushypark policies and procedure
- To ensure that temperature charts/reheating charts/refrigeration charts/delivery checks are maintained in accordance with standards for HACCP in the appropriate books.
- To wear the correct uniform as required by Bushypark paying particular attention to personal hygiene and to wear PPE as required in the kitchen in undertaking various tasks and as required by the service. Chef uniform and PPE will be provided by Bushypark.
- To have good communication skills and an ability to engage with the residents in Bushypark and to ensure that their dietary needs are met while undergoing their therapy programme.
- To undertake specific tasks as below and any other relevant duties as assigned.

Saturday and Sunday cover

1. Liaise with Chef in Bushypark on Friday for handover.
2. On arrival review client intake forms to check for allergens or dietary requirements.
3. Prepare meal for Saturday
4. Prepare tea for Saturday evening in line with the agreed menu.
5. Prepare dinner for Sunday.
6. Prepare Sunday evening tea.
7. Assist with meal preparation if required for Monday.
8. Complete paperwork as required by HACCP in line with Bushypark standards.
9. Ensure hygiene standards and highest cleanliness standards are complied with throughout the weekend.

Bank Holiday cover

1. Prepare and serve dinner as outlined by chef and prepare evening tea.
2. Standards as above to be complied with ensuring the dietary requirements of residents are met each week.
3. Liaise with the Chef in advance and assist with the preparation of meals for Monday.

Annual Leave Cover

Provide cover for Chef's annual leave during the year – to be planned at the beginning of the year.

Training

Full training and induction will be provided on-site in Bushypark in conjunction with the Bushypark Chef.

Essential Requirements:

- Experienced in food/meal planning & preparation of meals to a high standard, for groups of up to 20 clients with varying dietary requirements.
- Have obtained such a standard of education as to enable him/her to discharge the duties of the post satisfactorily.
- A keen interest in high-quality food preparation, cooking and presentation of nourishing meals.
- Ability to work and interact with people in a professional capacity on a daily basis with a keen understanding of their needs.
- Excellent timekeeping, communication, organisation and interpersonal skills with the ability to work on own initiative and as part of a team in an addiction treatment setting.
- A positive 'fit to work' medical.
- A positive Garda Vetting Disclosure through Clarecare.
- Two positive written employment references from your current and most recent employer.

Desirable:

- Culinary Skills course/training.
- Ideally have HACCP completed - or willing to complete.
- Knowledge of Catering equipment would be an advantage.
- Valid Manual Handling completed - or willing to complete.
- Full driving licence and use of own vehicle to travel to/from work.

Rate of Pay & Benefits:

Your gross hourly rate of pay will be €13.83 gross per hour worked. You will also receive Time+half for working Sundays and double time for working Irish Public Holidays.

- ✓ 10 days (pro-rated) annual leave per annum per full leave year (Jan-Dec). As you will work Public Holidays,
- ✓ you will receive double time for all hours worked for Irish Public Holidays.
- ✓ Free access to Employee Assistance Programme Services via VHI.
- ✓ Defined Contribution Pension Scheme Membership on successful completion of probation (6 months duration).
- ✓ Payroll deduction facility for Health Insurance cover with VHI or LAYA.
- ✓ Cycle to Work Scheme.
- ✓ Access to full terms of Clarecare's Sick Pay Scheme on successful completion of probation (1 years duration).
- ✓ Access to Clarecare's Wellness Programmes.

NOTE: The foregoing contains an outline of the main duties and cannot be complete. You will be required to respond flexibly when ad hoc tasks arise which are not specifically covered in this job description. This includes additional duties which may arise from future legislation affecting the Charities sector.