

Rutland Centre: Catering Assistant (Part Time) **(<https://www.activelink.ie/node/110067>)**



Job Title: Part time Catering Assistant

Reports to: Administrative Operations Manager

Hours: 23.5 hours per week

Job Type: 2-year fixed term contract (subject to 6-month probationary period)

Location: Knocklyon Road, Dublin 16. This is an on-site role.

Purpose: To work as part time catering assistant with responsibility for basic food preparation whilst ensuring the hygiene and cleanliness of food preparation areas

Contact Email: maebhmullany@rutlandcentre.ie (mailto:maebhmullany@rutlandcentre.ie)

The Rutland Centre is a leading addiction treatment centre providing in-patient, out-patient and aftercare services to men and women with addiction issues and their families. Established in 1978, Rutland has grown into one of the most renowned addiction treatment centres in Ireland. Our work in addiction treatment and rehabilitation is based on solid scientific research and exacting client follow ups.

We now have an exciting opportunity for a Part Time Catering Assistant to join our experienced team. The successful candidate will report to the Administrative Operations Manager and work alongside our head chef.

Role Responsibilities: (Include, but not limited to)

- Assist with basic food preparation
- Organise food preparation areas
- Serve and assist clients
- Assist with set up and service of food
- Understand daily menu portion control
- Follow the agreed HACCP standards and procedures
- Maintain food safety standards
- Record and document all cleaning as required by the kitchen procedures
- Communicate effectively with team members and managers • Maintain high personal hygiene standards
- Be prepared to carry out any additional duties outside of general duties

Requirements

- Previous experience as a Catering Assistant desirable but not essential
- Good level of spoken English
- Ability to work well in a team and on own initiative
- Excellent time management skills and work ethic

Working Pattern:

Monday to Thursday: 10:30 to 15:00

Friday: 9:30 to 15:00

Flexibility around start and finish time available

Application Process:

Interested candidates who meet the Person Specification requirements should send their CV & cover letter with the job title clearly stated in the subject bar to Maebh Mullany, maebhmullany@rutlandcentre.ie (<mailto:maebhmullany@rutlandcentre.ie>)

The closing date for applications is **5pm on Wednesday 28th August 2024**

No late applications will be accepted.

Shortlisting will apply.

Employee Benefits:

- Paid sick leave policy
- Learning & Development support
- Occupational health assistance
- Bike to work scheme
- Access to Christmas savings club
- Free on-site parking

The Rutland Centre DAC is an equal opportunities employer

Region

Knocklyon, Dublin 16

Date Entered/Updated

6th Aug, 2024

Expiry Date

28th Aug, 2024

Source URL: <https://www.activelink.ie/vacancies/community/110067-rutland-centre-catering-assistant-part-time>