

Irish Countrywomen's Association: Cooks (Full Time / Part Time) **(<https://www.activelink.ie/node/111669>)**



The Irish Countrywomen's Association (ICA) is seeking to recruit a cook/s to establish a panel of Cooks to fill full-time and/or part time posts to join their highly motivated and focused team.

The ICA is a national charitable voluntary organisation founded in 1910. We are a membership-based organisation of 6,000+ women.

Our mission is to advance education and benefit the community through the cooperative effort of women coming together in fellowship and friendship and developing their well-being, knowledge and skills. A hallmark of the ICA's work for over a century has been its contribution to community life, in leading the advancement of women's roles, their rights and opportunities.

ICA Central Office provides support to the organisation and manages the secretariat, administrative functions and resources of the Association.

An Grianán Adult Education College (Termofeckin, Co Louth) serves the membership and the greater community delivering adult lifelong learning in arts, crafts, community development, music, cookery, sewing etc.

Job Description

Positions: may offered on a full-time permanent and parttime basis, subject to a successful completion of six-month probation period.

Role summary:

The cook position is an exciting role with responsibility for the preparation of meals, normally between 7.30 to 18.30 hours, provision of the catering service efficiently and in accordance with current legislation and company policy and procedure, to be located in our Adult Education College.

The Cook/s will be required to work weekends and will report directly to the Centre Manager for functional objectives. The cook may be required to assist in the Cookery School from time to time.

The Cook will be assigned to provide food and beverages in line with HACCP standards for residents and ensure that the Kitchens and Eating areas are kept safe, clean and tidy. Some Ethnic and dietary requirements will need to be met and prepared in correct manner (i.e. gluten free, lactose intolerant, vegan or doctors advisory for a specific diet).

Key duties and responsibilities include:

The management of the Kitchen and its staff is the key responsibility of this function. The activities include but are not limited to:

- Deliver a full and/or part-time catering service: preparing and cooking dishes to the highest standards, ensuring food preparation and cooking is in accordance with all required and relevant food hygiene regulations and guidelines.
- Prepare Staff Rostering in line with the guidelines for staff planning by An Grianán Manager.
- Collaborating and engaging positively with kitchen staff to ensure efficient service.
 - Guiding and directing catering team to adhere to all legislative guidelines/requirements and company policies and

procedures including ensuring all Kitchen staff are issued with clear instructions and that they are fulfilling their duties.

- To provide a professional and friendly service.
- To abide by the House Rules and the code of practice.
- Daily Menu Planning and Rotation: In conjunction with An Grianán Manager.
- Kitchen & Dining Room Operations:
 - Ensuring that all residents receive a healthy and balanced diet.
 - Ensuring that there are adequate eating utensils and that they are clean at all times.
 - Overseeing serving staff.
 - Maintain cleanliness and organisation in the kitchen premises at all times, ensuring standard of hygiene in the kitchen meets all Health and Safety Regulations and records are maintained to demonstrate this.
 - Carry out HACCP daily checks as listed in the HACCP Manual.
 - Ensure high standards of cleanliness in the kitchen and all storage areas.
 - Ensure the kitchen is ready for Environmental Health Officer inspection at all times.
- Equipment Management: ensuring equipment is operated, maintained and serviced as per manufacturer's instructions and Health and Safety requirements/recommendations.
- Ordering, Monitoring and Management of Stock and Supplies
 - Apply the required controls and conduct the required checks on stocks to ensure best use of resources.
 - Ensure the ordering of supplies, tight stock control and keeping within budget.
 - To keep waste to a minimum.
- Quality Management – Ensure all required records are up-to-date and accurate and report weekly.
- Companies Strategy, Policies, Handbooks - ensure that you keep up to date with all policies and procedures. Induction/onboarding training will be provided, and all staff members can avail of continuous training provided by the organisation.
- Innovation - in collaboration with all the Kitchen team, a creative approach is encouraged.
- Health & Safety: To fulfil your obligations under the Health & Safety at Work Act 1989 and subsequent amendments, ensuring that reasonable care is taken for health and safety of yourself and others, who are authorised to be in the kitchen and to observe and direct all safety rules and procedures, including those laid down organisational Safety Statement.
 - To always use appropriate protective equipment.
 - To ensure there are no possible Health and Safety issues by ensuring spillages are cleaned up immediately and that the common areas for residents are kept clean and tidy.

Qualifications, Skills and Attributes:

- Culinary qualifications are advantageous, but not essential.
- Essential at least 3 years' experience in working as a cook or chef in a busy environment and/or similar working environment (with a good knowledge of HACCP standards).
- HACCP Training.
- Commitment to the highest standards of excellence in hygiene and health and safety.
- Flexibility to work shifts, including evening and weekends.
- Ability to motivate self and others and work on own initiative.
- Can work as part of, and lead a team having excellent leadership, organisational and communication skills.
- Passionate about delivering great food.
- Fluent level of English both written and oral. Computer literacy desirable, particularly Microsoft Office suite.
- A high level of professionalism, commitment to the job and a 'solution focus'.
- Commitment to the highest standards of excellence in hygiene and health and safety.

This job description is a guide to the general range of duties attached to the role. It is intended to be

neither definitive nor restrictive and is subject to review with the employee concerned and therefore may be updated from time to time to reflect changing business and operational needs and the employee's own development and growth needs.

Shortlisting of candidates will apply according to the above criteria. The ICA reserves the right to enhance the shortlisting criteria and create a panel of suitably qualified candidates.

How to Apply:

Please return CV with a covering letter by e-mail to recruitment@ica.ie (mailto:recruitment@ica.ie) marked 'ICA Cook Post'.

Closing date for receipt of applications for the role is **Monday 4th November 2024, 5pm.**

First round of interviews will be held on Monday 18th November. Second round interviews may also apply.

All applications will be acknowledged by email within 3 working days of receipt. If you do not receive such an acknowledgement, please contact us at **01 6680002** (tel:016680002).

The ICA will evaluate applications for the role on an ongoing basis. The ICA reserves the right to close the advertisement early if in receipt of high value of suitable applications. If interested, early applications to the role are advised.

The ICA is an equal opportunities employer.

The ICA invites applications from a diverse range of backgrounds and experiences.

Region

Termofeckin, Co Louth

Date Entered/Updated

21st Oct, 2024

Expiry Date

4th Nov, 2024

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