

JOB DESCRIPTION

Job Title:	Catering Supervisor
Company:	Carmichael Centre for Voluntary Groups
Department:	Facilities
Location:	Carmichael House
Reports to:	Customer Services Coordinator/Facilities Manager/Supervisor on duty
Hours of work:	30 hours Monday to Saturday, flexible to suit catering and facilities requirements (time off in lieu will be granted for any excess hours worked).
Compensation	€12 per hour. 20 days annual leave.
Job Purpose:	<p>Managing and delivering the provision of catering services to staff, resident members, and external groups using meeting room facilities.</p> <p>In the event that there is no catering needed that day, assisting in the provision of a quality facilities service at the Carmichael Centre.</p>
Key Responsibilities:	<p>(1) Catering</p> <ul style="list-style-type: none"> • Review bookings for week ahead on Salesforce with Customer Service Manager – use this as basis for menu planning for week ahead • Order supplies as per requirement from approved suppliers • Check all catering supplies on delivery – if absent delegate this task • On a daily basis, allocate tasks as per the daily catering need • Ensure correct record keeping is kept on a daily basis, temperature, cleaning, refrigeration etc. • Keep catering area clean during food preparation as per the HCAAP Principles • Ensure food safety through compliance and adherence to HCAAP requirements at all times in the preparation of food • Daily clean down of kitchen and catering area • Weekly clean of kitchen trollies with appropriate cleaning product • Monthly clean of fridge seals, freezers • Responsible for all kitchen and service equipment – notify Facilities Manager if there is a problem with any of the catering equipment • Management of dry goods area including cleaning, stock rotation and stock management • Stock control of catering supplies • Rotation of food supplies • Ensure correct labelling of all foods • Compliance with the Centre’s recycling policy • Ensure only HCAAP trained staff work in the kitchen • Ensure only food prepared on the premises maybe consumed on the premises • Any other duties that may be required from to time <p>In the event that there is no catering needed that day, the role will assist in the provision of a quality facilities service at the Carmichael Centre:</p> <p>(2) Facilities Team</p>

	<ul style="list-style-type: none"> • Check the daily schedule / bookings for each meeting room. • Set up and deliver refreshments for meeting rooms as per bookings • Clean tables, chairs and any other furniture / as and when needed • Ensure all necessary supplies are in place prior to meeting paper, markers, leaflets, information, health & safety announcement cards • Clear up meeting rooms after meetings and washing up • Empty bins and replace liners. Wash as needed. • Vacuum carpets • Ensure tables are wiped down and free from all stains • Ensure chairs are clean and free from dust/crumbs • Wipe down white ducting • Ensure window sills and all horizontal surfaces are clean and free of dust • Check leaflet holders and ensure all documentation is in it's appropriate place • Remove any used cups, saucers, cutlery • Remove any flip chart paper used • Clean down white board if necessary • Ensure there are markers for flip chart and whiteboard to hand • Ensure meeting rooms are fresh, clean and ready for set up of next meeting <p>Other Duties:</p> <ul style="list-style-type: none"> • Reporting any maintenance/ Health & Safety issues to the Facilities Manager or Supervisor on duty. • Assisting the Customer Services Coordinator/Facilities Manager with spring cleaning projects • Compliance with the Centre's recycling policy • Any other duties that may be required from to time
<p>Application Details</p>	<p>Please submit a CV of no more than 2 pages and a Cover Letter of no more than one page which addresses your catering experience and whether you are within any of the following target groups for the Community Services Programme:</p> <ul style="list-style-type: none"> • Persons in receipt of disability allowance, invalidity pension or blind person's pension; • Travellers in receipt of jobseeker's payments or One Parent Family Payment; • Stabilised and recovering drug misusers; • People with convictions who are in contact with the Probation Service • Person in receipt of Jobseeker's Benefit (JB), Jobseeker's Assistance (JA), one parent family payment (OPF) or the Jobseeker Transitional Payment • People employed from Tús, Gateway, Community Employment (CE) and Job Initiatives (JI) schemes are deemed eligible but cannot simultaneously hold a CSP and Tús/ Gateway/ CE/JI/RSS position. Former RSS workers who were previously CE participants are also eligible. <p>This can be submitted through Indeed (https://ie.indeed.com/job/catering-supervisor-586404399d0f79ea) or directly to roisin@carmichaelireland.ie</p>

This job role is supported by the Department of Rural and Community Development and Pobal through the Community Services Programme.