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Carmichael is a leading specialist training and support body for nonprofits in Ireland. Our training, support and resources enable our members and partners to be:

* Better informed and equipped to carry out their own remits more effectively
* Aware of and able to employ best practice for good governance
* Better networked with and supported by peer organisations
* More efficient and effectively run so that they are trusted by their funders and supporters.

**Our Mission**

To work with nonprofit organisations to enhance their governance and effectiveness in delivering their objectives, by using Carmichael’s sector knowledge, experience, resources and physical space to help them achieve real and positive change for their beneficiaries.

**Our Vision**

A society where nonprofit organisations are valued and supported to achieve their goals and positively impact their beneficiaries and communities.

**Our Values**

Good Governance: We uphold and promote the principles of good governance: integrity, transparency, accountability effectiveness and leadership.

Communities of Practice: We operate as a leader across the sector to build communities of practice spreading knowledge and embedding insights into organisational performance.

Quality: We strive for the highest possible standards of professionalism and expertise in everything we do.

Responsiveness: When organisations contact us, we work with them to meet their needs. We work to understand the needs of nonprofits that contact us and respond with solutions that are practical and tailored to their specific requirements.

**JOB DESCRIPTION**

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| **Job Title:** | Catering Supervisor |
| **Company:** | **Carmichael Centre for Voluntary Groups** |
| **Department:** | Facilities |
| **Location:** | Carmichael House |
| **Reports to:** | Facilities Officer |
| **Hours of work:** | 30 hours Monday to Friday (08.30-15.00), flexible to suit catering and facilities requirements. Time off in lieu will be granted for any excess hours worked. |
| **Job Purpose:** | Managing and delivering the provision of catering services to staff, resident members, and external groups using meeting room facilities. In the event that there is no catering needed that day, assisting in the provision of a quality facilities service at the Carmichael Centre. |
| **Key Responsibilities:** | 1. **Catering**
* Review bookings for week ahead on Salesforce with the Facilities Officer – use this as basis for menu planning for week ahead
* Order supplies as required from approved suppliers
* 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.
* Ensure food safety through compliance and adherence to HCAAP requirements at all times in the preparation of food
* 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
* Any other duties that may be required from to time

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:1. **Facilities Team**
* Check the daily schedule / bookings for each meeting room.
* Ensure meeting rooms are fresh, clean and ready for set up of next meeting
1. **Other Duties**
* Reporting any maintenance/ Health & Safety issues to the Facilities Manager or Supervisor on duty.
* Assisting the Facilities Officer with spring cleaning projects
* Compliance with the Centre’s recycling policy
* Any other duties that may be required from to time
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| **Start date** | As soon as possible |
| **Contract type** | Permanent position following a 6-month probation period |
| **Salary and benefits** | €13.50 per hour20 days annual leave |
| **Application Details** | 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 to roisin@carmichaelireland.ie by May 8th. |