## A logo with blue and orange letters  Description automatically generated HSE Logo Symbol_Full Colour - Northside Partnership

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| **Job Title** | KITCHEN ASSISTANT/COOK (Part Time 17.5 hours) |
| **Employer** | North Tipperary Development Company (NTDC) |
| **Reporting Relationship** | NOW Coordinator/MOW Chef |
| **Reporting Staff** | None |
| **Location of Post** | BORRISOLEIGH |
| **Closing Date for Applications** | Monday 7 October at 12.00 noon |
| **Date of Interviews** | Not Agreed  |
| **Benefits offered by NTDC** | **Annual Leave:** 25 days Prorated to the number of hours worked.**Pension:** Contributory pension benefits for long term staff.**Organisation Culture:** Positive working environment and proactive approach to professional development, reflective practice, and supervision. **Training & Development:** Opportunities to access training relevant to the role. |

**THE EMPLOYER: NORTH TIPPERARY DEVELOPMENT COMPANY (NTDC)**

North Tipperary Development Company (NTDC) is a local development company responsible for the delivery of a range of rural enterprise, social inclusion, and community development initiatives in the Tipperary North County area.

The purpose of NTDC is to act as a voluntary, non-profit making, private limited company with a mission to promote social inclusion, promote economic development, increase employment and enterprise opportunities, and promote wider participation in voluntary activity for the people of the area.

# THE PROGRAMME:

North Tipperary Development Company in conjunction with partners Borrisoleigh Community Kitchen have recently developed a new “Meals on wheels” service covering much of North Tipperary. Delivering a difference is our slogan and we are striving to make a difference to people’s lives by providing nutritional meals which in turn aides in keeping clients living independently in their own homes.

Due to an increasing demand for this service, it is now necessary to recruit a part time chef/experienced kitchen assistant.

**THE ROLE AND PURPOSE OF THE JOB**

**Duties:** The successful candidate will report directly to Chef/MOW Project Coordinator, must have excellent knowledge and experience of HACCP. Must be capable of cooking meals to high standards and to work well as part of a team and alone while also being able to take direction. In the chef’s absence (annual leave/sickness) should be able to continue service competently with team.

* Preparation of fresh food and cooking adhering to HACCP standards
* Ensure correct storage of all cooked/uncooked food items
* Capable of working using own initiative when chef is absent
* Assist in packaging and labelling of all meals
* Receiving, labelling and storing deliveries of produce
* Be competent to place orders for kitchen supplies

**Health and Safety**

* Cleaning, maintenance and sanitation of kitchen equipment (including deep clean)
* Maintain a safe work environment while performing duties
* Work within HACCP guidelines
* Assist in keeping all HACCP records up to date (recording of deliveries, temperatures etc)

***The above Job Description is not intended to be a comprehensive list of all duties involved and consequently the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.***

**PERSON SPECIFICATION**

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| **Factors** | **Essential** | **Desirable** |
| Qualifications | * HACCP level 3 minimum
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| Knowledge | * Must have at least 2 years’ experience as kitchen assistant or cook in a large-scale kitchen
* A good working knowledge of HACCP
* An understanding of principles of team work and the ability to work on own initiative or as part of a team
* Flexible, creative with the ability to adapt
* Have working knowledge of ingredients
* Have some knowledge of dietary needs/special diets/allergens
 | Full driving licenceComputer literate |
| Experience | * At least two years’ experience working in commercial kitchen.
* Driving licence desirable
* Basic computer skill desirable
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| Core Competencies | * Good interpersonal skills,
* High motivation, positive disposition, and flexible attitude.
* A positive motivational mindset and an inclination for problem-solving.
* A team player.
* Be highly motivated, a self-starter, with the ability to work independently and in a team setting.
* Experience in working in a busy environment
 | * Excellent timekeeping.
* Flexible.
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| Other requirements | * Commitment to the purpose of NTDC and to work within the values, policies, and procedures of the organisation.
* To always act consistently in a professional manner.
* To participate in regular supervision with your line manager.
* Flexibility in relation to hours of work to meet the needs of the work.
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**Terms and Conditions on Employment**

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| **Garda Clearance** | The successful applicant must undergo and secure Garda Vetting through the NTDC Policy |
| **Contract**  | The Cook will be employed by NTDC on a Fixed Term Contract to the 31 December 2025.It must be understood however, that if the position becomes redundant at any time during the period of the contract or if the funding for the post is discontinued the employment may be terminated. |
| **Probation** | The following probationary provisions shall apply:1. There shall be a period after such appointments takes effect during which such persons shall hold the post on probation.
2. Such period shall be nine months, but the CEO may at their discretion extend such period.
3. Such persons shall cease to hold the post at the end of the period of probation unless during such period the CEO has certified that the service of such persons is satisfactory.
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| **Health** | A candidate for and any person holding office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. |
| **Character** | Candidates for and any person holding the office must be of good character. References will be sought prior to job offer being made.  |
| **Competition Selection Process** | Short-listing may be carried out on the basis of information supplied in your Application Form. The criteria for short listing are based on the requirements of the post as outlined in the ‘essential qualifications for the post’ and the core skills / competencies section of the job specification. Therefore, it is very important that you think about your experience considering those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. A panel may be formed from which future positions may be filled. |
| **Salary Scale** |  Salary Scale - Trainee Cook Salary Scale - €23,473-€27,151-€29843 , pro-rated to the number of hours worked, commensurate with qualifications and experience.  |
| **Hours of Work** |  Hours per week. (Hours to be arranged on Monday to Friday basis) |
| **How to Apply** | Please complete the Official Application Form. They are available by contacting Fionnuala O’Brien fobrien@nddc.ie or the NTDC website at [www.NTDC.ie](http://www.NTDC.ie) Completed Applications to Fionnuala O’Brien Chef to fobrien@ntdc.ie or NTDC, 2nd Floor Friars Court Nenagh, Co. Tipperary. |