

 **Chef Grade II (Cócaire II)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Chef Grade II (Cócaire II)**  *(Grade Code: 4529)* |
| **Remuneration** | The Salary Scale (at 01/03/2025) is:  *With qualification:*  €41,153 - €42,299 - €45,106 - €45,388 - €45,670 - €45,951 - €46,235 - €46,517 - €46,800 - €47,082 - €47,395  *Without qualification:*  €41,153 - €42,299 - €45,106 - €45,388 - €45,670 - €45,951  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Campaign Reference** | SLIGO 0570 |
| **Closing Date** | 12 noon Wednesday 9th July 2025  **Applications accepted only via Rezoomo on the link below:**  [**https://www.rezoomo.com/job/81430/**](https://www.rezoomo.com/job/81430/)  **\*\*CV’S ARE NOT ACCEPTED FOR THIS POST\*\*** |
| **Proposed Interview Date (s)** | Interviews will be scheduled as soon as possible after the closing date.  Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Our Lady’s Hospital Manorhamilton (Ospidéal Mhuire, Manorhamilton)  There is currently **two** permanent whole-time vacancies available in Our Lady’s Hospital Manorhamilton  A panel may be formed as a result of this campaign for Chef II from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | We welcome enquiries about the role.  Contact  Name: Niamh Gallagher  Title: Catering Manager, Our Ladies Hospital Manorhamilton  Mob: 087 3799753  Tel: 071 98 20448  Email: [niamhm.gallagher@hse.ie](mailto:niamhm.gallagher@hse.ie)  for further information about the role.  Contact  HR Dept, Sligo University Hospital  Tel: 071 9180347  Email: [recruit.suh@hse.ie](mailto:recruit.suh@hse.ie)  for enquiries relating to the recruitment process. |
| **Details of Service** | The Catering Department in the Hospital orders prepares cooks and serves meals and snacks for patients, hospital staff, visitors, and in house functions. The Catering department also supply meals to 4-offsite location. This service operates 7 day a week. The hours of work for all services will/can include: early and late shifts on days and working week-ends as required for service need.  The West and North West region provides acute and specialist hospital and community services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.  The region comprises of 7 hospitals across 8 sites:   * [Letterkenny University Hospital (LUH)](https://saolta.ie/hospital/letterkenny-university-hospital) * [Mayo University Hospital (MUH)](https://saolta.ie/hospital/mayo-university-hospital) * [Portiuncula University Hospital (PUH)](https://saolta.ie/hospital/portiuncula-university-hospital) * [Roscommon University Hospital (RUH)](https://saolta.ie/hospital/Roscommon%20University%20Hospital) * [Sligo University Hospital (SUH)](https://saolta.ie/hospital/sligo-university-hospital) incorporating Our Lady’s Hospital Manorhamilton (OLHM) * Galway University Hospitals (GUH) incorporating [University Hospital Galway (UHG)](https://saolta.ie/hospital/university-hospital-galway) and Merlin Park University Hospital   The region’s Academic Partner is NUI Galway.  The region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs over 20,000 staff  **Vision**  Our vision is to be a leading academic Hospital providing excellent integrated patient-centred care delivered by skilled caring staff.  **HSE Guiding Principles**  Care - Compassion - Trust – Learning  Our guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:   * Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population. * Deliver integrated services across the Hospitals and communities, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity. * Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with NUI Galway and other academic partners. * Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment. |
| **Reporting Relationship** | The post holder reports to the Catering Manager |
| **Purpose of the Post** | * To work as part of a team of Chefs and other staff operating both conventional and cook chill systems. * To prepare and serve freshly cooked meals to clients within the remit of the post, at the required times and in accordance with policy and statutory standards. |
| **Principal Duties and Responsibilities** | *The Chef Grade II will:*  **General Duties**   * Requisition of foodstuffs and materials. * Prepare both raw and cooked food. * Cook food to a high standard. * Portion and pack both raw and cooked food. * Rotate and allocate foodstuffs. * Label, chill and store food. * Regenerate and service food. * Keep accurate records and operate necessary computer systems. * Assist with special functions as required. * Maintain the cleanliness and good order of area of assignment and associated areas to the highest possible standard in line with relevant local and HSE policy. * Efficiently and economically use materials and equipment. * Provide assistance and advice to staff in packing/plating areas on portion size. * Check for meals at all service points throughout the site for quality, quantity and presentation. * Liaise with user groups on the compilation of menus and the provision of service. * Be aware of developments in the industry / changes in food trends with a view to assisting with their introduction, as appropriate, and maximise sales. * Any other duties relevant to the post as may be allocated by the Line Manager.   **Education & Training**   * Attend training courses when required. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.   **Risk Management, Infection Control, Hygiene Services and Health & Safety**   * Adhere to specifications, standards and procedures including Health and Safety Environmental Health / Food Regulation while at work. * Practice all hygiene, cook-chill and health and safety procedures, including Hazard Analysis & Critical Control Point (HACCP). * Report mechanical defects and needs for repairs. * Take all necessary steps to ensure the maximum security of your area of assignment and all equipment and supplies contained therein. * Report to management immediately any accidents, fire, stock loss, damage, unfit food and take such action as may be appropriate. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **The above Job Specification 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 them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | 1. **Professional Qualifications, Experience, etc**   **(a)** Eligible applicants will be those who on the closing date for the competition:  **(i)** Have obtained a Professional Cookery award at minimum Level 6 on  National Framework of Qualifications (NFQ) or equivalent maintained  by the Quality and Qualifications Ireland (QQI).  **Or**  **(ii)** Have obtained an equivalent qualification to (i) from another jurisdiction.  **Or**  **(iii)** Be currently employed as a Chef in the Irish Health Service.  **And**  **(b)** Candidates must possess the requisite knowledge and ability, including a high  standard of suitability and professional ability, for the proper discharge of the duties of the office.   1. **Health**   A candidate for and any person holding the 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.   1. **Character**   Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | As a hospital Chef, you will need to be able to;  Work under pressure in a busy environment, have excellent culinary skills, and be able to lead a team of catering attendants. |
| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role. * Have a working knowledge of Microsoft Word, Excel & Outlook |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**  *For example:*   * A good understanding of the role of Chef II. * Sufficient knowledge and competence in professional cookery. * An understanding of catering in the healthcare environment. * An ability to produce food to the required standard, using correct methods. Is capable of using and making the best use of cooking equipment. * Detailed knowledge and commitment to food hygiene and best practice, including HACCP. * Sufficient knowledge in IDDSI * An ability to provide safe food management, adhere to standards of personal hygiene, and prepare food professionally in accordance with both local and statutory policies, procedures, protocols and standards. * Adheres to protocols regarding food hygiene and nutrition; ensures that all cooking and serving utensils (pots, pans, dishes, plates, cutlery etc.) are thoroughly cleaned. * A willingness to undertake training and further learning in order to develop the necessary work skills and improve the standard of service delivery. * A willingness to engage with and develop Information Technology skills relevant to the role.   **Planning & Organising Skills**  *For example:*   * The ability to plan and organise effectively. * Good time management skills including the ability to prioritise multiple tasks effectively. * The ability to take initiative and to be appropriately self-directed.   **Team Working**  *For example:*   * Strives to develop open, honest and respectful relationships with others; recognises and shows an understanding of the needs of others. * Participates in and effectively contributes to the team, fosters good working relationships within the team. * Reacts constructively to setbacks and maintains composure when faced with challenges / conflict.   **Commitment to providing a Quality Service**  *For example:*   * A strong commitment to maintaining work standards and delivering a quality service. * Strives to consistently achieve a high standard in one’s own work practices. * Treats others with dignity and respect. * Demonstrates flexibility, adaptability and an openness to change, has a positive attitude towards change.   **Evaluating Information and Judging Situations**  *For example:*   * Assesses risk: has a strong awareness of actual and potential risks and takes appropriate action. * Effective analysis and problem solving skills. * The ability to make effective decisions with regards to service. * Knows when to ask for help / when to ask another team member to intervene.   **Communication & Interpersonal Skills**  *For example:*   * Communicates effectively and appropriately with a range of people in different circumstances, such as patients/clients, patients’/clients’ families, visitors, peers, staff from other disciplines etc. * Displays politeness, patience, courtesy, respect and helpfulness when talking to or corresponding with others. * Has an approachable manner, actively listens and maintains open communication channels. * Effective interpersonal skills. Is able to give and receive feedback constructively. * Acts with professionalism and demonstrates resilience under pressure. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process.  Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.  For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/> |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf). |
| The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

**Chef Grade II (Cócaire II)**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent and whole time  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-2), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-3). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)