



**Catering Attendant, Supplementary Campaign (Lónadóir Cúntóir) Sligo University Hospital**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Catering Attendant (Lónadóir Cúntóir)  *Grade Code: 4123* |
| **Remuneration** | The salary scale for the post is (as at 01/08/2025):  €35,547 - €37,409 - €38,528 - €39,294 - €39,958 - €40,816 - €41,340 - €42,233 - €43,150  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 0613 |
| **Closing Date** | **12 noon Tuesday 14th October 2025**  **Only fully completed application forms submitted via Rezoomo by the closing date and time will be accepted. No exceptions will be made.**  **\*\*\*CV's not accepted for this campaign\*\*\***  [**https://www.rezoomo.com/job/86118/**](https://www.rezoomo.com/job/86118/) |
| **Proposed Interview Date (s)** | 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** | Sligo University Hospital (Ospidéal Ollscoile Shligigh)  A panel will be formed as a result of this campaign for Sligo University Hospital 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:** Anne Marie McGovern  **Title:** Catering Manager  **Tel:** 071 91 71111 ext 74501  **Email:** [annemarie.mcgovern@hse.ie](mailto:annemarie.mcgovern@hse.ie)  for further information about the role.  Contact  **Name:** Aisling Watters  **Title:** Assistant Staff Officer - HR Department  **Tel:** 071 91 71111 ext 80347  **Email:** [aisling.watters@hse.ie](mailto:aisling.watters@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. 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.  **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** | * Reports to the Catering Manager through the Catering Supervisor or other designated manager. Catering staff work closely with and under the guidance of the nurse in charge in relation to patient dietary requirements on wards. |
| **Purpose of the Post** | The provision of high quality patient centred catering services to all patients in line with the National Policy on Good Nutritional Care in Acute Hospitals, National infection control policies, HACCP and Environmental Health Office regulations. |
| **Principal Duties and Responsibilities** | * The person holding this post is required to support the principle that the care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree * Maintain throughout the Group’s awareness of the primacy of the patient in relation to all hospital activities. * Performance management systems are part of role and you will be required to participate in the Group’s performance management programme   **CATERING ATTENDANT– DUTIES WITHIN CATERING**   * Attend for duty as assigned by the Catering Manager/supervisor, designated manager and at such hours as he/shedetermines from time to time * To work as part of a team, assist in all catering and cleaning duties in food preparation, service and distribution * Maintaining the cleanliness and maintenance of kitchens, stores, walls, floors, cookers, freezers and all equipment and utensils to the highest possible hygienic standards in line with Hospital & HSE. * To ensure proper use of cleaning materials and equipment, reporting any defects for repair to the Catering Manager/line manager. * To perform catering duties in all areas of Catering Department including ward kitchens, coffee dock, staff restaurant, central production areas as required. * To be aware of Statutory Occupational Health & Safety Legislation under the Safety, Health & Welfare Act, 1989. * The uniform prescribed must be worn at all times and other protective clothing, footwear, gloves etc, must be utilized as required by Hospital Uniform Policy and as appropriate to area of service. * To observe the hospitals policies and procedures on discretion and confidentiality relating to patients and/or their families * To demonstrate a friendly and co-operative attitude towards visitors/relatives/staff * To undertake training & retraining as requested by catering management/Hospital Management and to keep up to date with new methods of food handling and service. * To be aware of and comply with policies, directives, guidelines and recommendations from statutory bodies in relation to Health & Safety, Manual Handling, Infection Control,, Environmental Health, HACCP, HIQA. * To undertake serving of food as required in staff facilities and wards * To take temperatures of refrigerators/freezers, record temperatures in Compliance of HACCP, and stores to ensure proper rotation of stock and to ensure food is stored in accordance with National Hygiene Standards of Ireland I.S. 340 2007. * To be flexible and adaptable to meet catering service needs across wards/areas * To operate a cash register as required. * To take all necessary steps to ensure the maximum security in the Department (locking doors, windows) in your area of assignment and all equipment and supplies therein. * To assist in the distribution and service of patient food as required. * To have knowledge of Basic food hygiene. * To present for work in full and proper clean uniform at rostered time, no strong smelling perfumes, or jewellery with the exception of wedding band. * Attend training courses as directed by management * Any other duties relevant to the post as may be allocated by Catering Manager, catering supervisor of designated manager.   The Catering Department operates 7 days a week, working hours will / can include:   * Weekend Work * Evening Duty * Unsocial Hours * Shift work   **PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:**   * Employees must attend fire lectures periodically and must observe fire orders. * Employees must attend training that is mandatory as stipulated by Hospital management * All accidents within the Department must be reported immediately. * Infection Control Policies must be adhered to. * In line with the Safety, Health and Welfare at Work Act, 2005 all staff must comply with all safety regulations and audits. * In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Building is not permitted, this includes e-cigarettes. * Hospital uniform code policy must be adhered to. * Provide information that meets the need of Senior Management.   **Risk Management, Infection Control, Hygiene Services and Health & Safety**   * The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment. * The post holder is responsible for ensuring that they become familiar with the requirements with all relevant Policies and Procedures. * The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment. * The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others. * The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained. * The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.   **The above 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.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **All candidates must at the closing date for receipt of application forms**   * Possess 2nd level education to Junior Certificate Level, which includes pass in all subjects taken.   **AND**   * Possess a competent level of spoken and written English to compile HACCP/HIQA documents   **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.  **Character**  Each candidate for and any person holding the office must be of good character |
| **Post Specific Requirements** | N/A |
| **Other requirements specific to the post** | * Flexibility regards working hours to meet the demands of the service. * Fulfil front line food service requirements with an acute hospital environment |
| **Additional eligibility requirements:** | **Citizenship Requirements**  Eligible candidates must be:   1. EEA, Swiss, or British citizens   **OR**   1. Non-European Economic Area citizens with permission to reside and work in the State   Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status.  To qualify candidates must be eligible by the closing date of the campaign. |
| **Skills, competencies and/or knowledge** | ***Demonstrates the following****:*  **Knowledge**   * Demonstrate evidence of knowledge of Environmental Health, HIQA and HACCP regulations and the requirements in this role to adhere to same. * Demonstrate knowledge of catering provisions to carry out the duties and responsibilities of the role * Demonstrate knowledge in the area of healthcare * Demonstrate an ability to apply knowledge to best practice * Demonstrate a commitment to continuing professional development * Demonstrate ability to work under pressure * Demonstrate a commitment to assuring high standards and strive for a patient centred service   **Teamwork**   * Demonstrate ability to work as part of a multi-disciplinary team. * Demonstrate motivation and an innovative approach to job. * Demonstrate ability to present a neat and tidy appearance * Demonstrate ability to carry out instructions and appreciate the importance of providing quality care to patients.   **Planning and Organising**   * Demonstrate evidence of ability to plan work effectively and efficiently, * Demonstrate flexible approach – to working hours, rostering e.g. unsocial hours/shift work, night duty, on call, attitude to work * Demonstrate ability to work on own initiative   **Patient/Customer Focus**   * Demonstrate a focus on quality * Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect. * Demonstrate motivation to fulfil the role and contribute to improving the service * Demonstrate the ability to maintain confidentiality   **Communication & Interpersonal Skills**   * Demonstrate effective communication skills including the ability to present information in a clear and concise manner. * Demonstrate ability to communicate with colleagues in a professional and respectful manner, * Demonstrate ability to communicate with patients in a compassionate, respectful and dignified manner. * Possess a competent level of spoken and written English to compile HACCP documents   Demonstrate ability to listen openly, using questions to check understanding/avoid misinterpretation. |
| **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.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **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. | |

**Catering Attendant**

**Terms and Conditions of Employment**

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| **Tenure** | 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 weekly working hours of attendance will be confirmed at job offer stage. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent. |
| **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.  All Mandated Persons under the Children First Act 2015, within the HSE, are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act, 1998.  Mandated Persons such as line managers, doctors, nurses, physiotherapists, occupational therapists, speech and language therapists, social workers, social care workers, and emergency technicians have additional responsibilities.  You should check if you are a [Mandated Person](hhttps://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/) 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. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)