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**Chef Grade II**

**Job Specification, Terms and Conditions**

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| **Job Title and Grade** | **Chef Grade II**  *(Grade Code: 4529)* |
| **Campaign Reference** | NRS04715 |
| **Closing Date** | Wednesday 8th November 2017 at 12 noon |
| **Proposed Interview Date(s)** | Week commencing 27th November 2017 |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **Midwest Community HealthCare**  There is currently one permanent whole-time post available in the Catering Department in each of the following locations:   * Community Hospital of the Assumption, Thurles, Co. Tipperary * St. Conlon’s Community Nursing Unit, Nenagh, Co. Tipperary   A panel may be formed as a result of this campaign for **Midwest Community Healthcare** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Rory Fay – Catering Manager  Email: rory.fay@hse.ie  Telephone: 087 6711518/061 483971 |
| **Details of Service** | **Mid West Community Healthcare**  The Mid West Community Healthcare serves a population of 380,000 across the region in the provision of care via Primary Care, Mental Health, Social Care and Health & Wellbeing.  **Community Hospital of the Assumption, Thurles, Co. Tipperary**  Community Hospital of the Assumption provides residential, rehabilitation, palliative and respite care for the older population of Thurles and surrounding areas. It is a 60 bed residential unit with a physio department.  The Catering Department provides a full meal’s service on-site for residents and off-site meals to community based units.  **St Conlon’s Community Nursing Unit, Nenagh, Co. Tipperary**  St. Conlon’s CNU provides residential, palliative and respite care for the older population of Nenagh and North Tipperary. It is a 27 bed residential unit.  The Catering Department provides varied meals on-site for residents for all meal times throughout the day. |
| **Reporting Relationship** | **Community Hospital of the Assumption, Thurles, Co. Tipperary**  The post holder will report to the immediate Chef Grade 1/Senior Chef within the department.  Chefs also report to The Directors of Nursing when required. An overall Catering Manager also supports the service as catering line manager.  **St Conlon’s Community Nursing Unit, Nenagh, Co. Tipperary**  The post holder will report to the immediate Chef Grade 1/Senior Chef within the department.  Chefs also report to The Directors of Nursing when required. An overall Catering Manager also supports the service as catering line manager. |
| **Purpose of the Post** | The purpose of the post is to provide a high standard of meals for our patients meeting their needs at all times. We also operate a very high quality HACCP standard which must be maintained by all staff at all times. Flexibility is required at all times in order to maintain the service we provide. The post will be working as part of a team reporting to and supporting the Chef Grade 1. |
| **Principal Duties and Responsibilities** | ***The Chef Grade II will be involved in:***   * Requisitioning of foodstuffs and materials * Preparation of both raw and cooked food * Cooking food * Portioning and packing of both raw and cooked food * Rotation and allocation of foodstuffs * Labelling, chilling and storage of food * Regeneration and services of food * Record keeping * Maintaining the cleanliness and good order of area of assignment and associated areas to the highest possible standard in line with hospital and HSE policy * Efficient and economical use of materials and equipment * Adhere to specifications, standards and procedures while at work * Practice all hygiene, cook-chill and health and safety procedures, including Hazard Analysis & Critical Control Point (HACCP) * Report mechanical defects and need 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 * Assist with special functions as required * Provide assistance and advice to staff in packing/plating areas on portion size * Checking for meals at all service points throughout the site for quality, quantity and presentation * Implement cost control measures aiming to achieve maximum utilisation of resources * Cash handling/reconciliation, where appropriate * Stocking taking at relevant intervals * Checking the quality of goods received as per specification * Liaising with user groups on the compilation of menus and the provision of services * Be aware of modern developments in the industry and to assist in their introduction where necessary and changes in food trends with a view to maximising sales * Attend training courses as directed by Management * Provide cover for existing Chef as appropriate * Any other duties relevant to the post as may be allocated by the Chef 1 / Director of Nursing / Catering Manager * 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 etcand comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role * To 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 him/her from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must at the latest date of application:**  **1. Professional Qualifications & Experience, etc.**  (i) Have obtained a Professional Cookery Award at NFQ Level 6 (QQI Level 6) or equivalent.  **Or**  (ii) Have obtained a Professional Cookery qualification equivalent to (i) from another jurisdiction.  **Or**  (iii) Be currently employed as a chef in the Irish Health Service.  **And**  (iv) Have the ability to discharge the duties of the post satisfactory  **2. 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.  **3. Character**  Each candidate for and any person holding the office must be of good character.  **4. Age**  Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs. |
| **Post Specific Requirements** | The appointee must complete a Preliminary Hygiene Course to Level 1. If the successful candidate has not completed this course, he/she will be required to do so and the necessary training will be provided. |
| **Other Requirements Specific to the Post** | Access to appropriate transport to fulfil the requirements of the role. |
| **Skills, Competencies and/or Knowledge** | **Candidates must demonstrate:**   * Sound knowledge and competencies in professional cookery. * An understanding of catering in the healthcare environment * Effective planning and organising skills * Effective problem solving and initiative skills including the ability to adapt to change * Leadership potential and strong team skills * A strong commitment to maintaining work standards and delivering a quality service to service users * Effective communication and interpersonal skills |
| **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 being called forward 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. |
| **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 Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.  Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on [www.cpsa.ie](http://www.cpsa.ie). |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.  This job description 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**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancies available are:   * **Community Hospital of the Assumption– 1 WTE permanent** * **St. Conlon’s Community Nursing Unit – 1 WTE permanent**   These posts are 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. |
| **Remuneration** | The salary scale for the post as at (1/04/17) is:  Euro 24,209 - 25,381 - 26,410 - 27,270 - 28,069 - 28,932 - 29,806 - 30,587 - 31,436 - 32,222 - 32,765 - 33,816 |
| **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 Job Offer 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. |
| **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 Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **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 |