



**HSEMW247-26**  
**Chef I, St. Ita's Hospital**  
**HSE Mid West Acute and Older Persons Services**  
**Job Specification & Terms and Conditions**

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| <b>Job Title, Grade Code</b>                 | <b>Chef I – St. Ita's Hospital</b><br><i>Cócaire I</i><br><br>(Grade Code: 451Y)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Remuneration</b>                          | <p>The salary scale for the post is:</p> <p>€45,150; €46,490; €49,477; €49,976; €50,215; €50,481; €50,731; €50,861; €50,987;<br/>€51,114; €51,246; €51,452; €51,612; €51,998</p> <p>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.</p>                                   |
| <b>Campaign Reference</b>                    | HSEMW247-26                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Closing Date</b>                          | 8 <sup>th</sup> of September 2026 at 5pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Proposed Interview Date (s)</b>           | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Taking up Appointment</b>                 | A start date will be indicated at job offer stage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Location of Post</b>                      | <p>HSE Mid West Acute and Older Persons Services</p> <p>The current vacancy is:</p> <ul style="list-style-type: none"><li>• Permanent / whole-time in St. Ita's Hospital, Newcastlewest, Co. Limerick</li></ul> <p>A panel may be formed as a result of this campaign for Chef I Older Persons Services, HSE Mid West Acute and Older Persons Services from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.</p>                                                                                                                                                         |
| <b>Informal Enquiries</b>                    | <p>We welcome enquiries about the role.</p> <p><b>Name:</b> Mr. Rory Fay – Catering Manager<br/><b>Email:</b> <a href="mailto:rory.fay@hse.ie">rory.fay@hse.ie</a><br/><b>Phone:</b> 061 483606</p> <p>Contact <a href="mailto:UHLRecruitment@hse.ie">UHLRecruitment@hse.ie</a> for enquiries relating to the recruitment process.</p>                                                                                                                                                                                                                                                                                                   |
| <b>Reporting Relationship</b>                | The post holder will report to the Director of Nursing/Catering Manager/Executive Chef or other nominated supervisor/manager when required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Purpose of the Post</b>                   | Assist with preparation and service of meals to the hospital at the required time in accordance with hospital and statutory standards.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Principal Duties and Responsibilities</b> | <p><b>The Chef Grade I will:</b></p> <ul style="list-style-type: none"><li>• Work closely with clinical staff and nutrition and dietetic staff as well as Speech and Language therapists in ensuring that meals meet the required needs of people with various medical, psychological, emotional and social issues, and that food and drinks are available over a 24 hour period.</li><li>• Assist with preparation and service of meals to the hospital at the required time in accordance with hospital and statutory standards.</li><li>• Supervise Chef Grade IIs and other relevant staff within the Catering Department.</li></ul> |

- Roster on a weekly basis a number of staff within allocated budgets, and adhere to budgets.
- Ensure that at all times a nutritious and varied diet is provided. The appointed will work closely with clinical staff in ensuring that modified diets are prepared and presented in a format that is appealing and appetising.
- Consult with patients at all times in ensuring feedback on food and will alter diets based on these surveys. A nutritious and varied diet will consist of not just carbohydrates, fats and proteins but will consist of fruits and vegetables presented in various consistencies.
- Supervise, direct and control staff in the performance of their duties and in doing so, ensure total compliance with the hospital and statutory standards, including health and safety and to advise the relevant manager of any deviations from same.
- Implement cost control measures aiming to achieve maximum utilisation of resources.
- Oversee main kitchens and kitchenette areas and practice all hygiene 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.
- Assist with special functions as required.
- Attend training courses when required.
- Provide assistance and advice to staff in packing/plating areas on portion size.
- 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.
- Adhere to specifications, standards and procedures while at work.
- Any other duties relevant to the post as may be allocated by the Service 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 etc.
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.
- In conjunction with line manager assist in the development of a Performance Management system for your profession.
- The management and delivery of KPIs as a routine and core business objective.

***The Chef Grade I 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
- Serving of food where required
- Record keeping in line with hospital, HSE policy and legislative requirements
- 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

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|                                                                             | <ul style="list-style-type: none"> <li>• Indenting for kitchen supplies</li> <li>• Checking for meals at all service points throughout the site for quality, quantity and presentation</li> <li>• Operating of computer system</li> <li>• Organising and allocating work in the CPU to the relevant staff</li> <li>• Stock-taking at relevant intervals</li> <li>• Checking the quality of goods received as per specification</li> <li>• Collation of patients meal numbers</li> </ul> <p><b>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.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Eligibility Criteria</b><br><br><b>Qualifications and/ or experience</b> | <p><b>1. <u>Professional Qualifications Experience, etc.</u></b></p> <p>(a) Eligible applicants will be those who on the closing date for the competition:</p> <p>(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).</p> <p style="text-align: center;"><b>Or</b></p> <p>(ii) Have obtained an equivalent qualification to (i) from another jurisdiction.</p> <p style="text-align: center;"><b>Or</b></p> <p>(iii) Be currently employed as a Chef in the Irish Health Service.</p> <p style="text-align: center;"><b>And</b></p> <p>(iv) 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.</p> <p><b><u>Age</u></b><br/>Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) 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.</p> <p><b><u>Health</u></b><br/>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.</p> <p><b><u>Character</u></b><br/>Each candidate for and any person holding the office must be of good character.</p> |
| <b>Post Specific Requirements</b>                                           | Demonstrate depth and breadth of experience in the direction and control of the catering arrangements for an institution or other establishment, as relevant to this role.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



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| <b>Other requirements specific to the post</b> | <p>The appointee must complete the following recommended courses:</p> <ul style="list-style-type: none"> <li>• Management of Food Hygiene</li> <li>• Health and Safety Course</li> <li>• Introductory Course in Supervision</li> <li>• Course in Food Cost Control</li> </ul> <p>If the successful candidate has not completed these courses, he/she will be required to do so and the necessary training will be provided.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Additional eligibility requirements:</b>    | <p><b>Citizenship Requirements</b><br/>Eligible candidates must be:</p> <p>(i) EEA, Swiss, or British citizens</p> <p style="text-align: center;"><b>OR</b></p> <p>(ii) Non-European Economic Area citizens with permission to reside and work in the State</p> <p>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.</p> <p>To qualify candidates must be eligible by the closing date of the campaign.</p> <p style="text-align: center;"><b>OR</b></p> <p>(iii) Suitably qualified, non-resident non-EEA citizens.</p> <p>The HSE welcomes applications from suitably qualified, non-resident, non-EEA citizens and will support successful candidates in their application for a Work Permit, as applicable.</p> <p>Read more about <a href="#">Department of Enterprise, Trade &amp; Employment Work Permits</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Skills, competencies and/or knowledge</b>   | <p><b><i>The Chef I must demonstrate the following:</i></b></p> <p><b><u>Professional Knowledge and Experience</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate a high level of knowledge and experience in catering production and / or distribution, as relevant to the role, including issues, practice and procedures including HACCP.</li> <li>• Demonstrate knowledge of regulations and the application of policies and procedures relevant to safe practice within the Catering Services environment as relevant to the role</li> </ul> <p><b><u>Planning &amp; Organising</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate evidence of effective planning and organising skills including awareness of value for money in the performance of work and the ability to carry out duties to best practice.</li> <li>• Demonstrate the ability to manage deadlines and effectively handle multiple tasks.</li> <li>• Evidence of experience in control and supervision of staff and record keeping.</li> </ul> <p><b><u>Building &amp; Maintaining Relationships including Leadership and Team Skills</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate leadership and team management skills, including the ability to work within a multidisciplinary team.</li> <li>• Demonstrate the ability to work on own initiative, without close supervision.</li> </ul> |

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|                                                                                                  | <ul style="list-style-type: none"> <li>• Demonstrate excellent organisational skills including the ability to plan and manage resources.</li> <li>• Demonstrate ability to cope with challenging deadlines and effectively handle multiple tasks.</li> <li>• Demonstrate innovation and creativity to deal with any crises which may arise within his / her area of responsibility.</li> <li>• Demonstrate a flexible approach to work.</li> <li>• Demonstrate an ability to supervise, manage, and motivate a team.</li> <li>• Demonstrate an ability to recognise the training needs of others</li> </ul> <p><b><u>Commitment to Providing a Quality Service</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate evidence of initiative and innovation, identifying areas for improvement, implementing and managing change</li> <li>• Demonstrate a commitment to providing a quality service; including an awareness and appreciation of the service user such as patients, the general public, medical and non-medical staff.</li> <li>• Demonstrate ability to contribute to the development of the service.</li> <li>• Demonstrate flexibility, adaptability and openness to change</li> </ul> <p><b><u>Evaluating information, Problem Solving and Decision Making</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate the ability to evaluate information, solve problems and make decisions in a timely manner.</li> <li>• Demonstrate the ability to work within a multidisciplinary team to resolve problems and implement solutions.</li> <li>• Demonstrates sound practical judgement and decisiveness including evidence of ability to empathise with and treat patients / relatives and colleagues with dignity and respect.</li> <li>• Demonstrate experience in working effectively under pressure</li> </ul> <p><b><u>Communication &amp; Interpersonal skills</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate effective communication and interpersonal skills</li> <li>• Demonstrate effective decision making skills including ability to work within a multi-disciplinary team to resolve problems and implement solutions.</li> </ul> |
| <p><b>Campaign Specific Selection Process</b></p> <p><b>Ranking/Shortlisting / Interview</b></p> | <p>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.</p> <p>Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process.</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p><b>Diversity, Equality and Inclusion</b></p>                                                  | <p>The HSE is an equal opportunities employer.</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |



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|                                                                                                                                                                                                                                                                                                                                                                                   | <p>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.</p> <p>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.</p> <p>Read more about the HSE's commitment to <a href="#">Diversity, Equality and Inclusion</a></p> |
| <b>Code of Practice</b>                                                                                                                                                                                                                                                                                                                                                           | <p>The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).</p> <p>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.</p> <p>Read the <a href="#">CPSA Code of Practice</a>.</p>                                                                                                                                                                                                   |
| <p>The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.</p> <p>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.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |



## Chef I – St. Ita’s Hospital

### HSE Mid West Acute and Older Persons Services

#### Terms and Conditions of Employment

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| <b>Tenure</b>                                          | <p>The current vacancy available is <b>permanent</b> and <b>whole time</b>.</p> <p>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.</p> <p>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.</p>                                                                                                                                                                                                                                  |
| <b>Working Week</b>                                    | <p>The standard weekly working hours of attendance for your grade are <b>39</b> hours per week. Your normal weekly working hours are <b>39</b> hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Annual Leave</b>                                    | <p>The annual leave associated with the post is 23 days per annum.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Superannuation</b>                                  | <p>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 01<sup>st</sup> 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 31<sup>st</sup> December 2004</p>                                                                                                                                                                                                                                                            |
| <b>Age</b>                                             | <p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p><b><u>* Public Servants not affected by this legislation:</u></b></p> <p>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.</p> <p>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.</p>                                                                                                                                                                 |
| <b>Probation</b>                                       | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Protection of Children Guidance and Legislation</b> | <p>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.</p> <p>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.</p> <p>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.</p> |

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|                            | <p>You should check if you are a <u>Mandated Person</u> and be familiar with the related roles and legal responsibilities.</p> <p>Visit HSE Children First for further information, guidance and resources.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Infection Control</b>   | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Health &amp; Safety</b> | <p>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).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Developing a SSSS for the department/service<sup>1</sup>, 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.</li> <li>• 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.</li> <li>• Consulting and communicating with staff and safety representatives on OSH matters.</li> <li>• 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.</li> <li>• Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures<sup>2</sup>.</li> <li>• Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.</li> <li>• Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.</li> </ul> <p><b>Note:</b> Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p> |

<sup>1</sup>A template SSSS and guidelines are available on [writing your site or service safety statement](#).

<sup>2</sup>Structures and processes for effective [incident management](#) and review of incidents.