



Chef Grade I
Integrated Healthcare Area (IHA) Kerry
HSE South West
Job Specification & Terms and Conditions

Job title, grade code	Chef I Cócaire I (Grade Code: 451Y)
Remuneration	The salary scale for the post is: (as at 01/06/2026) €45,150 - €46,490 - €49,477 - €49,976 - €50,215 - €50,481 - €50,731 - €50,861 - €50,987 - €51,114 - €51,246 - €51,452 - €51,612 - €51,998 Salary Scales are updated periodically and the most up to date versions can be found here: Salary Scales 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	SWPC102814
Closing date	Monday 28 th September 2026 at 12 noon.
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	There is currently one permanent whole-time vacancy available in IHA Kerry, the initial vacancy is as follows: - 1 WTE (39hrs/week) Permanent, West Kerry Community Hospital, Dingle, Co. Kerry A panel may be formed as a result of this campaign for Chef 1, Integrated Healthcare Area, Kerry from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. The locations included in this campaign are as follows: • West Kerry Community Hospital • Killarney Community Hospital • Kenmare Community Hospital • Cahersiveen Community Hospital • Tralee Community Nursing Unit • Listowel Community Hospital
Informal enquiries	We welcome enquiries about the role. Contact the below for further information about the role West Kerry Community Hospital: Jean Browne, Acting Director of Nursing, Email: jean.browne@hse.ie Tel: (087) 2208465

	Killarney Community Hospital: Máire Flynn, Director of Nursing Email: Maire.Flynn@hse.ie Tel: (064) 6631018 Kenmare Community Hospital: Catherine Quinlan, Director of Nursing Email: Catherine.Quinlan1@hse.ie Tel: (064) 6679505 Cahersiveen Community Hospital: Nóirín Donnelly, Director of Nursing Email: Noirin.Donnelly@hse.ie Tel: (087) 2417941 Tralee Community Nursing Unit: Sree Dharmalingam, Director of Nursing Email: Sree.Dharmalingam@hse.ie Tel: (087) 1888073 Listowel Community Hospital: Patricia McEnery Noonan, Director of Nursing Email: Patricia.McEneryNoonan@hse.ie Tel: (086) 7872082 Contact Nicole.Griffin@hse.ie for enquiries relating to the recruitment process.
Details of service	HSE South West includes all hospital and community healthcare services in the region. This includes: • South / South West Hospital Group • Cork Kerry Community Healthcare The Department of Population and Public Health, HSE South West is also aligned with this health region. Sláintecare signals a new direction for the delivery of health and social care services in Ireland. The opportunity that will come with implementation cannot be overestimated, as it has the potential to create a far more sustainable, equitable, cost effective system and one that delivers better value for patients and service users. It creates a more sustainable opportunity to transform the health and wellbeing of the population, how and where they access services. The Sláintecare Report (2017) included a commitment to HSE regionalisation namely the organisation of national health and social care services in a manner that is fully coherent and aligned at regional level. This commitment was reaffirmed by Government in July 2019 when the geographies of six new HSE Health Regions were approved. A Memorandum on next steps, programme of work, and timelines for Health Region implementation was approved by Government in April 2022 and a HSE Health Regions Implementation Plan was approved and published in July 2023 (DoH, 2023). The HSE has now created 6 new health regions. Each region is responsible for providing both hospital and community care for the people in that area. The core vision driving establishment and implementation of the HSE Health Regions is the continued improvement of Patient and

	Service User care through a more joined-up integrated health and social care system with an integrated approach to service planning and delivery
Reporting relationship	The Chef Grade 1 reports to the Director of Nursing or Designated Officer for the efficient performance of all duties.
Key working relationships	The successful candidate will work with their Director of Nursing, where the post exists, or the designated officer otherwise, supervisor of the day, delivery drivers, chef colleagues and catering attendants.
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. - To supervise kitchen staff in the performance of their duties and in line with policy and statutory standards within the kitchen and food serving area (pantry). - The provision of training to catering staff on site. - Participation in food surveys and feedback mechanisms within the service. - To deputise in the absence of the Catering Officer. - To have stock control, orders, VIM, rosters and audits
Principal duties and responsibilities	<i>The Chef Grade 1 will:</i> <u>General Duties</u> - Requisition of foodstuffs and materials. - Good knowledge of IFMS relevant to that area - Prepare both raw and cooked food. - Cook food to a high standard. - Portion and pack both raw and cooked food. - Rotate and allocate foodstuffs. - Regenerate and service food. - Label, chill and store food. - Keep accurate records and operate necessary computer systems. - Check delivery and delivery records - Maintain the cleanliness and good order of area of assignment and associated areas to the highest possible standard in line with hospital and HSE policy. - Efficiently and economically use materials and equipment. - Implement cost control measures aiming to achieve maximum utilisation of resources. - Assist with special functions as required. - 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. - Cash handling/reconciliation, where appropriate. - Stock-taking at relevant intervals. - Checking the quality of goods received as per specification. - Provide cover for existing Chef as appropriate. - Participate and contribute to food surveys and feedback mechanisms within the service.

	• 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, to maximise sales. • Supervision of Pantries • Liaise with the Dietitian and Speech & Language Therapists as needed, regarding resident specific requirements in terms of diet and textures • Any other duties relevant to the post as may be allocated by the Line Manager. <u>Education & Training</u> • Attend training courses when required. • Provide induction as necessary • Fulfil the role of Chef Trainer. • Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. <u>Risk Management, Infection Control, Hygiene Services and Health & Safety</u> • Adhere to specifications, standards and procedures including Health and Safety Environmental Health / Food Regulation while at work. • Adhere to H& S and F&S guidelines • 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. <u>Professional Qualifications, Experience, etc.</u> (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. 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	Demonstrate depth and breadth of experience in cooking for a hospital or other establishment, catering for a large number of people.
Other requirements specific to the post	Access to appropriate transport as the role will involve travelling between service locations.
Additional eligibility requirements:	Citizenship requirements Eligible candidates must be: (i) EEA, Swiss, or British citizens OR (ii) 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. Read more about Department of Enterprise, Trade & Employment Work Permits.
Skills, competencies and/or knowledge	Professional Knowledge & Experience - A good understanding of the role of Chef I. - Sufficient knowledge and competence in professional cookery, including an ability to cater for specific dietary requirements.

	• 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. • An ability to provide safe food management, adhere to standards of personal hygiene, and prepares 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 • Plans and organises effectively. Co-ordinates resources to ensure value for money and maximum benefit for the organisation. • Good time management skills including the ability to prioritise multiple tasks effectively. • Demonstrates an ability to manage workload including staff management. • Takes initiative and is appropriately self-directed in a busy kitchen environment. Teamworking • Strives to develop open, honest and respectful relationships with others; recognises and shows an understanding of the needs of others. • Demonstrates the ability to motivate and supervise staff while working as part of a team to ensure quality of service to all customers. 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 • A strong commitment to maintaining and improving work standards and delivering a quality service to service users. • Strives to consistently achieve a high standard in one's own work practices. • Treats others users with dignity and respect. • Demonstrates flexibility, adaptability and an openness to change, has a positive attitude towards change. Evaluating Information and Judging Situations • 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 - 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 based on 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
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 .
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 I
Integrated Healthcare Area (IHA) Kerry
HSE South West
Job Specification & Terms and Conditions
Terms and conditions of employment

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, 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 for your grade are 39 hours per week. Your normal weekly working hours are 39 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.
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. In the HSE, all Mandated Persons under the Children First Act 2015 are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act 1998. You should check Schedule 2 of the Children First Act 2015 to see if you are a Mandated Person, and therefore a HSE Designated Officer, and be familiar with the related roles and legal responsibilities. Visit HSE Children First 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/service¹, 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 need 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 managed appropriately and investigated in accordance with HSE procedures². • 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.

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

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