

Catering Assistant

Permanent/Temporary Contract

Job Specification & Terms and Conditions

Job Title, Grade	Catering Assistant Grade Code: 4123
Competition Reference	SJL09/2026/02
Whole Time Equivalent	1 WTE (39) Hours
Closing Date	12 noon, Friday 2 nd October 2026
Proposed Interview date(s)	Interviews will be held soon after the competition has closed
Taking up Appointment	A start date will be indicated at job offer stage.
Duration of Post	Permanent & Temporary, Wholetime/Part-time post (s)
Location of Post/ Organisational Area	St. John's Hospital, St. John's Square, Limerick V94H272. Mid West Region
Informal Enquiries	Ann-Marie Ryan Interim Catering Officer 1 Email: annmarie.ryan@stjohnshospital.ie
Post Specific Information	Details on this campaign can be found at https://www.stjohnshospital.ie/jobs/
Details of Service	Overview of St John's Hospital, Limerick St John's Hospital Limerick is a voluntary acute general hospital founded in 1780 by the Little Company of Mary Sisters. It operates as a Model 2S hospital, funded by the Health Service Executive (HSE), and is a key member of the University of Limerick Hospitals Group. The hospital has a long-established reputation as a teaching institution and serves as an academic partner of the University of Limerick, supporting the education and development of medical, nursing, and allied health professionals. Clinical Services and Patient Care St John's Hospital provides a comprehensive range of inpatient and outpatient services, including: General Medicine General Surgery Urology Gynaecology Endoscopy A key feature of the hospital is its Urgent Care Centre, which incorporates both an Injuries Unit and a Medical Assessment Unit. The hospital is committed to: Delivering high-quality, safe, and patient-centred care

	Ensuring timely and equitable access to services Promoting patient participation and engagement in care Supporting patients and their families through a compassionate care model Innovation and Strategic Development St John's Hospital is a national leader in innovation and service development. It is: An official Irish reference centre for the CMR Versius Surgical Robot The first Model 2 hospital in Ireland to introduce a robotic surgical programme Its 2022–2027 Strategy includes a major capital development: a proposed new inpatient bed block to expand capacity, in partnership with the HSE. Multidisciplinary and Support Services The hospital delivers holistic care through a wide range of specialist and support services, including: Diagnostic radiology and laboratory services Day theatre Consultant outpatient clinics Clinical Nurse Specialists and Advanced Nurse Practitioners Dietetics, Occupational Therapy, Speech and Language Therapy Medical Social Work Physiotherapy Chaplaincy services Research, Education, and Continuous Improvement The hospital fosters a strong culture of innovation and continuous improvement through its Audit, Research and Innovation Committee. It has direct access to the Rapid Innovation Unit within UL Hospitals Group, a Science Foundation-supported initiative that: Utilises 3D printing and engineering solutions Develops patient-centred innovations Enhances bedside care and patient experience St John's Hospital is deeply committed to creating a supportive learning environment, promoting staff development through education, motivation, and continuous professional growth. Capacity and Infrastructure The hospital currently operates: 99 beds in total 89 inpatient beds 10-day care beds Inpatient services focus on General Medicine, General Surgery, and Gynaecology.
Service mission, vision and values	<u>Our Purpose</u> Together we work to enhance the health and wellbeing of all those in our care and inspire those who deliver it every day. <u>Our Vision</u> To be a leading provider of healthcare services where innovation and excellence are at the heart of the patient experience. <u>Mission statement</u> Faithful to our tradition, we provide the highest possible standard of care and treatment in a professional and compassionate manner to every person who avails of our services.

	<u>Our Values</u> To listen to each other and seek opportunities to help and support one another. To deliver high quality, safe and reliable healthcare in accordance with evidence based best practice in an effectively managed and maintained environment. To provide healthcare based on the assessed needs and preferences of our service users, which ensures mutual respect, holistic care and continuous learning and training. To deliver excellence in care through monitoring, evaluating and continually improving our services.
Reporting Arrangements	The post holder will report directly and be accountable to the Catering Officer and in his/her absence the Catering Supervisor and Chef I/II (where appropriate)
Purpose of the post	To assist in the delivery of a high quality, patient focused, cost effective and safe catering service.
Key Responsibilities	<u>Accountability:</u> Report for duty on time and at the designated place of duty as prescribed by Management Take direction and guidance from Management in relation to all duties and human resources issues at all times Facilitate and encourage good industrial relations at all times Recognise the needs and importance of patient services Be aware of accountability and responsibility for the highest quality in the delivery of catering services and act accordingly in respect of Food Hygiene and Health & Safety current legislation i.e. HACCP GENERIC DUTIES AND RESPONSIBILITIES (as assigned to Kitchen/Restaurant service or ward pantry areas) <u>Service:</u> • Perform duties efficiently, effectively, economically and hygienically in line with best practice and/or as directed by Management in the provision of a quality service at all times • Maintain a flexible approach to performance of duties • Strictly adhere to operational policies and procedures specific to designated area of duty • Deal with customer/staff/patient queries in a courteous, effective and efficient manner • Maintain confidentiality of all matters pertaining to the Hospital, staff and patients • Prepare, deliver and serve meals, snacks and beverages to special functions or conference meetings • Deliver and collect equipment and food • Ensure that all crockery, cutlery and other equipment is cleaned to the required standard. • Use mechanical dishwasher in kitchen, ward and canteen areas. • Ensure that equipment and surroundings are maintained in a clean and safe manner.

- Set and re-stock service counters, shelving units, refrigeration units and tables/trays.
- Communicate and co-operate with nursing staff, health promotion co-ordinator, dietitian and other relevant staff to ensure dietary needs of patients are met.
- Set and operate all coin and card mechanisms relating to vending equipment and maintain compliance with all cash handling security measures relating to same
- Operate cash registers (where appropriate), reconcile and comply with all cash handling security measures relating to same
- Check meals at all service points throughout the site for quality, temperature, quantity and presentation
- Ensure that all meals within your responsibility are kept safe and free from any unauthorised interference and/or health hazards such as foreign objects, etc.
- Assist with the compilation, plating and service of meals to patients and staff at the required time in accordance with Hospital and statutory standards
- Assist the Chefs as and when required in the preparation of food for service when assigned to the Kitchen
- Be responsible for the receipt of goods and foodstuffs when assigned to the Kitchen
- Prepare tea/coffee for service when assigned to the Wards and Restaurant
- Adhere to policies and procedures on food ordering, missed mealtimes, allergen policy etc.
- Seek information on individual bespoke / specialised diets.
- Any other duties that may be assigned.

Hygiene & Food Safety:

- Safeguard public health, through compliance with Food Hygiene and Health and Safety legislation, Food Hygiene Regulations (Irish & E.U.)
- Co-operate fully with the implementation of the principles of HACCP
- Adhere to the Catering cleaning policy as defined by relevant personnel to ensure that workplace is kept clean and safe
- To be aware of and exercise best practice in relation to personal hygiene and cleaning duties.
- Adhere to the prescribed dress code and wear all safety and hygiene clothing and equipment as prescribed at all times when required to do so.
- Adhere to regulations on the wearing of uniforms, maintain uniform in a satisfactory condition.

Health, Safety and Welfare at Work:

- Be aware of and familiar with the Hospital's Health & Safety procedures
- Take all the necessary steps to ensure the maximum security and safety of the working area and all equipment and supplies contained therein.
- Identify hazards, assess risks and report same as per hospital policy to relevant personnel, and in accordance with individual responsibilities under all Health and Safety legislation and regulations
- Take all necessary steps to ensure your own security and safety and the safety and security of your work colleagues and all other personnel
- Adhere to Hospital infection control policy
- Wear appropriate protective clothing and protective footwear and use any safety equipment provided
- Co-operate fully and participate with/in all health and safety training programmes
- Practice correct stock rotation practice and storage of all food items

	<u>Training and Development:</u> • Actively participate and co-operate fully with all training programmes • Co-operate and aid with induction training programmes for new employees • Keep abreast of developments within the Hospital <u>Policies and Procedures:</u> • Comply with and adhere to all Hospital policies and procedures <u>Confidentiality:</u> In the course of your employment, you may have access to, or hear information concerning, the medical or personal affairs of patients and/or staff, or other health service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required. You are required to comply with the legislation in respect of the General Data Protection Regulation (GDPR). 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. Flexibility is required when dealing with new/emerging situations and emergencies. This job description indicates the main responsibilities and duties of the post and is subject to review and amendment to reflect the changing needs of the hospital service. The extent and speed of change in the delivery of health care is such that adaptability is essential. The incumbent will be required to establish, maintain, enhance and develop their professional knowledge, skills and aptitudes in order to respond to a developing service situation.
Eligibility Criteria Qualifications and/or experience	1. Professional Qualifications & Experience Each candidate must, at the latest date for receipt of completed applications for the post have: (a) Obtained at least a Pass in the Junior Certificate Examination or have passed an examination of at least equivalent standard and have (b) Excellent communication and interpersonal skills. (c) Demonstrates a commitment to maintaining hygiene, cleanliness, and professional standards in a catering environment. and

	(d) Candidates must have the personal competence and capacity to properly discharge the duties of the role <u>Desirable:</u> • Have at least 1 year working in a catering environment with experience in catering for large numbers in a busy environment • Previous Catering Experience in a Hospital environment • Qualification in Catering Skills and Food Preparation Safety and HACCP 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. 3. Age The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants. <u>Public Servants not affected by this legislation:</u> Public servants recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age. Public servants recruited since 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. 4. Health Candidates 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. 5. Character Candidates for and any person holding the office must be of good character.
Required competencies, skills and/or knowledge	<u>Professional Knowledge</u> • Ability to take direction and carry out duties as requested • Ability to maintain a high standard of quality in delivering catering services in respect of Food Hygiene • Appreciation of accountability with regards to Health and Safety aspects of food preparation • Ability to work well as a member of a team

	• Ability to maintain a high standard of attention to detail. • Good organisational skills and ability to prioritise • Ability to deal with Customers in a courteous, effective and efficient friendly manner <u>Planning & Organising Skills</u> • Demonstrate evidence of effective planning and organising skills. • Demonstrate an understanding of the importance of value for money in the performance of work. • Demonstrate an organised, methodical and structured approach to work including the ability to meet deadlines and effectively handle multiple tasks. • Demonstrate experience in working under pressure. <u>Team Skills</u> • Demonstrate the ability to work independently as well as part of a multidisciplinary team and make positive contributions to that team. <u>Commitment to Providing a Quality Service</u> • Demonstrate a commitment to providing a quality service; including an awareness and appreciation of the service user • Demonstrate motivation and an innovative approach to job and service. <u>Problem Solving & Decision Making</u> • Demonstrate the ability to evaluate information, solve problems and make decisions in a timely manner. <u>Communication / Interpersonal skills</u> • Demonstrate effective communication skills including the ability to present information in a clear and concise manner, written and verbal. • Demonstrate effective interpersonal skills. • Demonstrate an ability to receive and implement instructions in an effective and efficient manner.
Other requirements specific to the post	The candidate will be required to work flexibly in response to changing local/organisational requirements.
Competition Specific Selection Process Short listing / Interview	Applications should be submitted by completing the St. John's Hospital's online digital application form. Online application forms and full particulars relating to the post are available on St. John's Hospital website. Details on this campaign can be found at https://www.stjohnshospital.ie/jobs/ Application Process Applications must be completed on-line please use the following link https://www.stjohnshospital.ie/jobs/ and apply via the <u>Apply Now</u> tab Completed applications must be completed online no later than 12 noon Friday 2nd October 2026

	An official application form must be completed in full by the closing date for the competition. 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	St John's Hospital 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 that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should 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. The CPSA Code of Practice can be accessed via https://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. It 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.	

Catering Assistant

Terms and Conditions of Employment

Tenure	The appointment is whole-time/part-time, permanent/temporary and pensionable. Wholetime is 39 hours per week A panel may be created from which permanent/ temporary vacancy(s) of whole-time/part-time duration may be filled during the life of the panel. 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.
Remuneration	The salary scale for the post (as at 01/06/2026) Grade Code 4123 is: €36,407, €38,288, €39,418, €40,192, €40,863, €41,729, €42,258, €43,160, €44,087 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
Working Week	The standard working week applying to the post is: 39 hours HSE Circular 003-2009 "Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016" applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).
Annual Leave	The annual leave associated with the post will be confirmed at contracting stage in line with HSE policy
Terms of Employment	All persons employed will be required to sign a contract of employment, which will set out the terms and conditions of the employment. A job description will form part of the contract documentation.
Superannuation	All pensionable staff become members of the pension scheme
Age	The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.

	<i>* Public Servants not affected by this legislation:</i> 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	Employment will be probationary for the first six months, during which time the Department Head will carry out periodic probation assessment reviews. The appointee will cease to hold office at the end of or during the probationary period unless during such period the Hospital has certified that their service is satisfactory.
Termination of Employment	One months' notice in writing, on either side, except in circumstances where the Hospital authority is of the opinion that the holder of the office has failed to perform satisfactorily the duties of his/her office or has misconducted himself/herself in relation to such office or is otherwise unfit to hold office. The mandatory retirement age for new entrant staff in employment in the public service after 1st January 2013 is 70 years of age. All other appointees in accordance with the HR Circular 029/2018 who have not already reached their retirement age before 26th December 2018 will have the choice to work beyond the age of 65 to age 70 if they so choose.
Protection of Children Guidance and Legislation	The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities. For further information, guidance and resources please visit: HSE Children First webpage.
Infection Control	During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St John's Hospital's quality system to ensure the safety and wellbeing of its patients and staff and plays a role in the prevention and control of healthcare associated infection.
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, 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. 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.
Mandatory Training and Health and Safety at Work Act	The post holder is obliged to fulfil mandatory training requirements in line with this post. All staff must comply with all Hospital Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (2005), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
GDPR	The post holder is obliged to adhere to General Data Protection Regulations 2018. All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Hospital's Confidentiality Policy. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with FOI and GDPR 2018. Hospital policies and procedures at all times. Details of the Hospital's policies are available on the intranet.
Children First Act	Schedule 2 of the Children First Act 2015 Specifies that this post falls under the classes of persons as "Mandated Persons" for the purpose of the Act. As a mandated person, under the legislation you are required to report any knowledge, belief or reasonable suspicion that a child is being harmed, is being harmed, or is at risk of being harmed. It is a requirement of this post that you complete the HSE Land training in relation to Children First and any other training the Hospital deems appropriate in this regard.