

Job Title & Grade	Special Feeds Unit Assistant <i>* Critical skills visa sponsorship is not applicable for this post</i>
Campaign Reference #	104567
Closing Date	Monday, 12 th October 2026 by 23:45 pm
Duration of Post	Permanent Contract <i>*Panel might be created for future roles</i>
Advertisement Type	External
Specific T&C's of post	5/7 34.5 hours standard working week/ shift work required - overtime when required Annual Leave: 23 days per annum pro-rata Remuneration is in accordance with the salary scale approved by the Department of Health: Current salary scale with effect from 1 st June 2026: Grade HEALTH CARE ASSISTANT, Code 6075, starting at Point 1 €36,651 pro-rata and rising annually in increments: €38,130 39,687 40,101 41,118 41,998 43,264 44,577 45,939 pro-rata
Location of post	Cross Site CHI at Crumlin and Temple Street, then moving to NCH when opens

Reporting Arrangements	This post will report to the Clinical Specialist and Special Feeds Unit Manager
Key Working Relationships	The post holder will work closely with: • Special Feeds Unit Manager • Clinical Specialist • Special Feeds Unit Supervisors • Dietitians <i>Please note that this list is not exhaustive and key working relationships will change as the project moves from service development, construction completion, commissioning & transitioning to steady state.</i>
Purpose of the Role	The purpose of this post is to work with all staff in the Special Feeds Unit in providing the highest standard of quality and service with regard to safe preparation and distribution of prescribed feeds. <i>The successful candidate may be required to work across CHI sites and services in line with organisational requirements and the development of the new children's hospital and associated services.</i>
Principal Duties and Responsibilities	Professional Duties and Responsibilities: • The post holder will be expected to live CHI values and be child-centered, compassionate, progressive and will act with respect, excellence and integrity. • To carry out all activities appropriate to the post as directed by the Manager in charge • Demonstrate a flexible approach to work routine. • To work in a manner which contributes to the smooth running of the Department/Ward as well as the well-being of the patients and their visitors. • To contribute to the maintenance of good relationships, communication and teamwork with all disciplines. • To maintain confidentiality at all times. • To be aware of the responsibility of all employees to maintain a safe and healthy environment for patients and staff

	• To adhere to the policies and procedures of the hospital and Special Feed Unit at all times • To be responsible for materials and equipment associated within the department. Main Activities Feed Preparation related: • To provide the highest standard of quality and service with regard to safe preparation and distribution of standard and specialised formula. • Preparation of composite recipes as directed by dietitians and medical staff. • Maintain a uniformly high standard of performance in handling, preparation and storage of formula and ensure proper techniques are employed in the preparation and handling of feeds (Knowledge of aseptic technique and HACCP guidelines). • Liaise with ward staff and dietitians daily and report any non-conformances to manager. • Daily preparation of work areas, cleaning down between feeds & completing cleaning records. • Feed preparation areas and equipment to be cleaned and signed off in accordance with the department's hygiene frequencies schedules. • Fill in all HACCP Quality Control Documents as required daily/weekly/monthly Department Related • Daily stocking, ordering and stock rotation of materials and supplies including at ward level • Handover to other team members as required & check communications book daily • Management and maintenance of work areas. • Preparation of feed preparation areas each morning. • Terminal cleaning of the areas at end of working day. • Participate in the orientation and training of new staff • To participate in the daily delivery of feed to wards Department Administration • Taking telephone messages correctly. • Be familiar with computer systems: SAP, EDM & TrackPro
--	---

	• Assist with clerical duties as necessary to include retrieving & inputting information on computer, printing off labels and filing. • Liaise with other disciplines in the hospital in relation to maintenance of equipment, reporting breakages etc. Other • To undertake any reasonable duties, required by the Department Manager. • Be familiar and adhere to hospital policies, procedures and guidelines as outlined on commencement of employment. • To wear correct I.D. badge at all times • Comply with Hospital uniform policy. The maintenance of a high standard of personal appearance is essential. • To follow Hospital's Attendance Management Policy. Education/Continuous Professional Development: • Engage in training of hospital and departmental systems as required, both existing and new • Engage and comply with mandatory training programmes required by CHI and training required by Special Feed Unit. • Participate in continued professional development including supervision with line manager as required, and attendance at departmental in-service training <i>The above is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.</i>		
Specific Requirements / Exposures for this post:	Includes (tick all that apply): ☐ Driving ☐ Working at height ☐ Regular VDU work ☐ Night working ☒ Food handling ☐ Working with Ionising radiation ☐ Other (please specify): ☐ None Applicable:	Exposure to (tick all that apply): ☐ Noise (>80dBA) ☐ Cytotoxic drugs ☐ Respiratory sensitisers ☐ Vibrating equipment ☐ Other (please specify): ☒ None Applicable:	Consists of (tick all that apply): ☐ Contact with patients ☐ Patient moving and handling ☐ Inanimate moving and handling ☐ Exposure Prone Procedures (EPP) ☐ Work in Haemodialysis ☐ Work in confined spaces ☒ Other (please specify):

			☒ None Applicable:
Eligibility criteria, qualifications and experience	<u>Essential Criteria:</u> • Leaving Certificate or Equivalent or QQI Level 5 in Healthcare Support or Early Childhood Care and Education. • Food Safety & HACCP Level 2 <u>Desirable Criteria:</u> • Knowledge and understanding of hygiene and cleaning standards • Experience working within a children's setting (not patient facing). • Experience in Special Feeds Unit		
Competition Specific Selection Process	Applications for this post <u>must be accompanied by a cover letter</u>, setting out relevant experience that illustrates how the essential criteria listed above are met. The criterion for short listing is based on the requirements of the post, as outlined in the eligibility criteria.		
How to Apply & Informal Enquiries	* Please note that you must submit a cover letter with your CV, this forms part of your application and CV's will not be accepted without a detailed cover letter. The closing date for submissions of CVs and cover letter is Monday, 12th October 2026 by 23:45 pm. Applications must be completed through the advertised post on CHI.jobs by clicking 'Apply for Job'. Applications will not be accepted through direct email or any other method. For informal enquiries for this specialty/department, please contact Sinéad Moran, Special feeds Unit Manager Temple Street, sinead.moran@childrenshealthireland.ie or Irene Black, Clinical Specialist, Special Feeds Unit Crumlin, irene.black@childrenshealthireland.ie		

	For other queries relating to this recruitment process, please contact Talent Acquisition Specialist Victoria Gsamelova Victoria.Gsamelova@childrenshealthireland.ie PLEASE NOTE: CHI has transitioned to a process of a one commencement day per month for all new employees and Secondments. This update to our Onboarding process is aligned to changes in our monthly/fortnightly payroll and with the corporate induction program. This process enhancement ensures that we can thoroughly prepare for your arrival and facilitate a smooth transition in your onboarding journey. It is important for you to note that if you do not have your pre-employments and mandatory training completed in time, your commencement date will be deferred to the next available date. Below, you'll find the list of commencement dates for 2026 & 2027 for your information only: • 7th December 2026 • 4th January 2027 • 8th February 2027
	Information on “Non-European Economic Area Applicants” is available from https://dbei.gov.ie/en/ Children’s Health Ireland is legally required to verify that all staff have the right to work in Ireland before they begin employment, regardless of nationality or immigration status. This right-to-work check is also necessary when an individual re-joins CHI or when their immigration permission or employment permit is due to expire. Permit holders can change their permit employer to CHI after a period of nine months has passed since commencing their first employment permit in the State. The change of employer applies to the General Employment Permit (GEP) and to the Critical Skills Employment Permit (CSEP). The change is required to be completed as part of pre-employment clearance. All Permits and Change of Employer applications are processed on the Employment Permits Online.

Some recruitment campaigns may be open to candidates who are not citizens of the EEA, Switzerland, or United Kingdom. You can consult the [Critical Skills Occupational List](#) see if your profession is currently eligible under this route.

The programme outlined for Children's Health Ireland may impact on this role and as structures change the job description may be reviewed.

Children's Health Ireland is an equal opportunities employer.

Does the post above identified for filling come within the definition of an Exposure Prone Procedure (EPP) Post? (Tick below as appropriate)	
YES ☐	NO ☐
Exposure Prone Procedure (EPP) Post Assessment of Post in line with the 'Integrated Guidance on Health Clearance of Healthcare Workers and the Management of Healthcare Workers Living with Bloodborne Viruses (Hepatitis B, Hepatitis C and HIV, 2025')	
Exposure Prone Procedures (EPPs) are defined in the national guidance as: 'invasive procedures where there is potential for direct contact between the skin, usually finger or thumb of the healthcare worker and sharp objects or surgical instruments – such as needles, sharp body parts (for example fractured bones) spicules of bone or teeth – in body cavities or in poorly visualised or confined body sites, including the mouth of the patient'. All staff hired, transferred or promoted into an EPP post will be required to provide evidence via Occupational Health service of their freedom from infection in line with this national guidance. No appointment will be made in the absence of such evidence. EPP workers with previous EPP clearance prior to November 2025, may require further clearance in line with this updated guidance, so should submit details of previous clearance in line with section 9 of this form. The guidance is available here https://www.hpsc.ie/a-z/bloodbornevirus/ Detailed information on those categories of staff and procedures coming under the scope of the EPP definition is available from the Area Recruitment Unit. If there is any doubt about whether the post you have identified above comes within the definition of an EPP post, expert advice should be sought from the Occupational Health Service.	