

## JOB DESCRIPTIONS



### PERSONAL SPECIFICATIONS

#### DOMESTIC ASSISTANT

Employment will be for a period of 39 days. Employees will be required to work a five-day week on a rotational shift basis, which in some cases may necessitate some overnight stays on the island. Ability to work with other people and to work without supervision. Interaction with pilgrims in a professional and courteous manner will be required. Experience preferred.

***Duties include:*** preparation of tea/coffee and toast, serving in the dining room, general housekeeping and cleaning of hostel facilities.

#### CATERING ASSISTANT

Employment will be for a period of 39 days. Employees will be required to work a five day/week, including shift work which will necessitate some overnight stays on the Island. Ability to work with other people and to work without supervision. Interaction with pilgrims in a professional and courteous manner will be required.

***Duties include:*** assisting in the preparation of meals, following HACCAP procedures in terms of food and safety hygiene, serving in the dining room and general housekeeping duties in the Staff House. **Applicants must have valid Primary Hygiene Certificate or equivalent.**

#### BOATCREW

Employment will be for a period of 39 days. Employees will be required to work a five-day week, including shift work, which will necessitate some overnight stays on the Island. Ability to work with other people and to work without supervision. Interaction with pilgrims in a professional and courteous manner will be required. Boating experience preferred.

***Duties include:*** greeting pilgrims, safe conveyance of pilgrims and staff to and from the Island, maintaining grounds, lawns and car parks, and housekeeping of other general facilities. Bell ringing at various times of the shift is also required. Applicants must be at least 18 years of age on or before 30<sup>th</sup> April 2014.

## **CLEANERS**

Employment will be for a period of 39 days. Employees will be required to work a five-day week, including shift work, which will necessitate some overnight stays on the Island. Ability to work with other people and to work without supervision. Interaction with pilgrims in a professional and courteous manner will be required.

*Duties include:* cleaning of all buildings and facilities in accordance with HACCAP policies.

## **FIRST AID ATTENDANT**

Employment will be for a period of 39 days. Employees will be required to work a five-day week, including shift work, which may be during the night. Ability to work with other people and to work without supervision, interaction with pilgrims in a professional and courteous manner will be required.

*Duties include:* treatment of pilgrim first aid concerns, with common injuries such as blisters and cuts on feet, fatigue, cramping, nausea and headaches. Applicants should have experience in dealing with first aid and have a minimum of a current Basic First Aid to include CPR certificate. *A copy of this should be included with the application.*

Applicants must be at least 18 years of age on or before 30<sup>th</sup> April 2014.

## **RETAIL ASSISTANTS**

Employment will be for a period of 39 days. Employees will be required to work a five-day week including shift work. Ability to work with other people and to work without supervision. Interaction with pilgrims in a professional and courteous manner will be required.

*Duties include:* Use of computerised till system, ensuring facilities are clean and efficient levels of stock maintained. Previous experience in working with the public is essential and knowledge of electronic cash register would be preferable.

*Retail Assistant may share duties of Administrative Assistant upon request.*

## **ADMINISTRATIVE ASSISTANT**

Employment will be for a period of 39 days. Employees will be required to work a five-day week, which will include shift work. Ability to work with other people and to work without supervision. Interaction with pilgrims in a professional and courteous manner will be required.

*Duties include:* answering the telephone, recording telephone and electronic bookings on computerised system, and dealing with pilgrim queries in person. Previous experience in working with the public is required. High level of computer literacy, excellent written and numeracy skills are essential.

*Administrative Assistant may share duties of Retail Assistant upon request.*

# **Basilica Liturgy Team Positions**

**All team members will be expected to assist pilgrims in their participation of the pilgrimage exercises, giving direction, preparations for liturgies etc.**

## **CANTORS**

Employment will be for a period of 39 days. Employees will be required to work to a two-week timetable of a four day week followed by a three day week, which will necessitate some overnight stays on the Island. Cantors must be competent both in leading congregational singing and in solo-singing verses of responsorial and reflection pieces. It would be preferable if cantor also has ability to play the organ.

Ability to work as part of a team and to work without close supervision is imperative as is the ability to take direction from the Liturgy Coordinator. Interaction with pilgrims in a professional and courteous manner will be required.

***Duties include:*** Leading the singing at all liturgies including Reconciliation, Renewal of Baptismal Promises, Mass and Night Prayer. Liaising with organist, Liturgy Co-ordinator and Priest on duty to arrange music for each liturgy. Keeping the Basilica and Sacristy tidy. Organising queues when necessary for Reconciliation or at Penitential Beds. Meet and welcome pilgrims arriving to the Island.

## **ORGANIST**

Employment will be for a period of 39 days. Employees will be required to work to a two-week timetable of a four day week followed by a three day week, which will necessitate some overnight stays on the Island. Organist must be competent in playing church music and should have experience of working with choir or cantor. Experience in accompanying congregational singing is essential. It would be preferable if organist also has the ability to act as cantor when necessary.

Ability to work as part of a team and to work without close supervision is imperative as is the ability to take direction from the Liturgy Coordinator. Interaction with pilgrims in a professional and courteous manner will be required.

***Duties include:*** Accompanying the singing at all liturgies including Reconciliation, Renewal of Baptismal Promises, Mass and Night Prayer. Liaising with organist, Liturgy Co-ordinator and Priest on duty to arrange music for each liturgy. Keeping the Basilica and Sacristy tidy. Organising queues when necessary for Reconciliation or at Penitential Beds. Meet and welcome pilgrims arriving to the Island.

## **SACRISTAN**

Employment will be for a period of 39 days. Employees will be required to work to a two-week timetable of a four day week followed by a three day week, which will necessitate some overnight stays on the Island as there will be regular early morning shifts (6am).

Ability to work as part of a team and to work without close supervision is imperative as is the ability to take direction from the Liturgy Coordinator. Interaction with pilgrims in a professional and courteous manner will be required.

***Duties include:*** Preparing the Basilica for all liturgies and para-liturgies, including Reconciliation, Renewal of Baptismal Promises, Stations of the Cross, Mass and Night Prayer. Assisting with vesting of celebrants and concelebrants, keeping the sacristy and sanctuary in a tidy condition. Organising queues when necessary for Reconciliation or at Penitential Beds. Meet and welcome pilgrims arriving to the Island.

### **USHER**

Employment will be for a period of 39 days. Employees will be required to work to a two-week timetable of a four day week followed by a three day week, which will necessitate some overnight stays on the Island. Ability to work as part of a team and to work on own initiative and without close supervision is imperative as is the ability to take direction from the Liturgy Coordinator. Interaction with pilgrims in a professional and courteous manner will be required.

***Duties include:*** Organising queues both in and outside the Basilica. Assisting with the seating of pilgrims for all liturgies. General order of the Basilica and St. Mary's Chapel. Meet and welcome pilgrims arriving to the Island.

### **MASS INTENTION ADMINISTRATOR**

Employment will be for a period of 39 days. Employees will be required to work a five day/week, on a rotational shift basis, which will necessitate some overnight stays on the island. Ability to work as part of a team and to work on own initiative and without close supervision is imperative as is the ability to take direction from the Liturgy Coordinator. Interaction with pilgrims in a professional and courteous manner will be required.

***Mass Intention Office duties*** involve registering pilgrims' intentions in Mass Intention Books, recording of names, cash handling.

**Remuneration for all above posts in accordance with the National Minimum Wage Act 2000.**

**Completed application forms should be returned to:**

**HR Department, Lough Derg, Pettigo, Co Donegal, Thursday 6<sup>th</sup> March at 4:00pm.**

Applications will be processed by 1<sup>st</sup> April 2014 after which date job offers will be made *in writing*.

Successful applicants may be required to attend a Mandatory Orientation Session during May (date to be finalised).

**Late Applicants will not be considered.**