

Job Descriptions



DOMESTIC ASSISTANT/CLEANER

Employees will be required to work a four/five day week on a rotational shift basis, shifts will include weekend hours and all employees will be required to work these hours. Ability to work together as part of a team, interaction with pilgrims in a professional and courteous manner will be required. Experience preferred.

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

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

CATERING ASSISTANT

Employees will be required to work a four/five day week on a rotational shift basis, which in some cases may necessitate some overnight stays on the island. Shifts will include weekend hours and all employees will be required to work these hours. Ability to work together as part of a team, 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

Employees will be required to work a four/five day week, on a rotational shift work, which will necessitate some overnight stays on the Island. Shifts will include weekend hours and all employees will be required to work these hours. Ability to work together as part of a team, 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 30th April 2018.**

FIRST AID ATTENDANT

Employees will be required to work a four/five-day week, including shift work, which may be during the night. Shifts will include weekend hours and all employees will be required to work these hours. Ability to work together as part of a team, 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 30th April 2018.**

RETAIL ASSISTANT

Employees will be required to work a four/five day week on a rotational shift basis, shifts will include weekend hours and all employees will be required to work these hours. Ability to work together as part of a team, 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

Employees will be required to work a four/five day week on a rotational shift basis, shifts will include weekend hours and all employees will be required to work these hours. Ability to work together as part of a team, 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.*

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,

before Friday 23rd February 2018 at 3:00pm.

Applications will be processed week beginning 5th March 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).