

# Job Descriptions



**Lough Derg is a sanctuary of pilgrimage and prayer. All staff will commit to promoting the Mission, Vision and Values of Lough Derg in all aspects of their work. They are expected to participate in the prayer and liturgical life of the island in so far as their work duties permit.**

**Please read the following Job Descriptions carefully before completing Application Form. You should indicate TWO preferences on your application. First preference job or work period cannot be guaranteed.**

## **DOMESTIC ASSISTANT/CLEANER**

Employees will be required to work a four/five day week on a rotational shift basis. Shifts will include evening and weekend hours with **all** employees being required to work these hours. Ability to work as part of a team as well as interacting with pilgrims in a professional and courteous manner, consistent with the Mission of Lough Derg, 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.

## **DOMESTIC SUPERVISOR/CLEANER SUPERVISOR**

Supervisors will be required to work a four/five day week on a rotational shift basis. Shifts will include evening and weekend hours with **all** supervisors being required to work these hours. Ability to work as part of a team as well as interacting with pilgrims in a professional and courteous manner consistent with the mission of Lough Derg will be required. Experience preferred and must have a working knowledge of HACCAP policies.

*Remuneration will reflect additional responsibilities.*

***Domestic Supervisor Duties include:*** Working as part of the Domestic team with specific responsibility for: Organising workflow and ensuring that Domestic Assistants understand their duties and delegated tasks and carry them out in a diligent way; Monitoring productivity of individual team members and providing constructive feedback and coaching where necessary.

**Cleaner Supervisor duties include:** Working as part of the Cleaning team with specific responsibility for: Organising workflow and ensuring that Cleaning staff understand their duties and delegated tasks and carry them out in a diligent way; Monitoring productivity of individual team members and providing constructive feedback and coaching where necessary.

## **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 evening and weekend hours with **all** employees being required to work these hours. Ability to work as part of a team as well as interacting with pilgrims in a professional and courteous manner, consistent with the Mission of Lough Derg, 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 a 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 evening and weekend hours with **all** employees being required to work these hours. Ability to work as part of a team as well as interacting with pilgrims in a professional and courteous manner, consistent with the Mission of Lough Derg, 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 2020.**

## **FIRST AID ATTENDANT**

Employees will be required to work a four/five-day week, including shift work, which may include night shifts. Shifts will include evening and weekend hours with **all** employees being required to work these hours. Ability to work as part of a team as well as interacting with pilgrims in a professional and courteous manner, consistent with the Mission of Lough Derg, will be required.

**Duties include:** treatment of pilgrim first aid concerns. Common injuries include 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 Certificate, to include CPR. **A copy of Certificate should be included with the application. Applicants must be at least 18 years of age on or before 30<sup>th</sup> April 2020.**

## **RETAIL ASSISTANT**

Employees will be required to work a four/five day week on a rotational shift basis. Shifts will include evening and weekend hours with **all** employees being required to work these hours. Ability to work as part of a team as well as interacting with pilgrims in a professional and courteous manner, consistent with the Mission of Lough Derg, will be required.

**Duties include:** Serving customers in Gift/Book Shop using computerised cash register 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 when requested.*

## **ADMINISTRATIVE ASSISTANT**

Employees will be required to work a four/five day week on a rotational shift basis. Shifts will include evening and weekend hours with **all** employees being required to work these hours. Ability to work as part of a team as well as interacting with pilgrims in a professional and courteous manner, consistent with the Mission of Lough Derg, will be required.

**Duties include:** answering the telephone, recording telephone and electronic bookings on computerised system, and dealing with pilgrim queries in person as well as general admin duties as requested. Previous experience in working with the public is required. High level of computer literacy, excellent communication, written and numeracy skills are essential. *Administrative Assistant may share duties of Retail Assistant when requested.*

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

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

HR Department, Lough Derg, Pettigo, Co Donegal, or by email to: [hr@loughderg](mailto:hr@loughderg) before Friday 13<sup>th</sup> March 2020 at 3:00pm.

Applications will be processed week beginning 23<sup>rd</sup> March after which date job offers will be made *in writing*.

**All** successful applicants will be required to attend a **Mandatory Orientation Session** on the day of commencement of employment.

Preference may be given to applicants who have completed the Lough Derg Pilgrimage or One Day Retreat.

**Late Applications will not be considered.**