

Job Descriptions



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.

DOMESTIC ASSISTANT/CLEANER

Employees will be required to work a four/five day week on a rotational shift basis. Shifts will include 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 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 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 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 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 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 2022.**

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 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 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 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 2022.**

RETAIL ASSISTANT

Employees will be required to work a four/five day week on a rotational shift basis. Shifts will include 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 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 be required to 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 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 will be required.

Duties include: meeting and greeting pilgrims, 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 written and numeracy skills are essential. *Administrative Assistant may be required to 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 by post or email to:

HR Department, Lough Derg, Pettigo, Co Donegal or hr@loughderg.org

before Friday 4th March 2022 at 3:00pm.

Applications will be processed week beginning 21st March after which date job offers will be made *in writing*.

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

Late Applicants will not be considered.