

Seasonal Job Descriptions



DOMESTIC SUPERVISOR

Supervisors will be required to work a 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 positively 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.

Supporting and working on the Cleaning & Catering Teams may be required, when requested.

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. Training, monitoring productivity of individual team members, performance reviews and providing constructive feedback and coaching where necessary.

CLEANING SUPERVISOR

Supervisors will be required to work a 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 positively 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.

Supporting and working on the Domestic & Catering Teams may be required, when requested.

Remuneration will reflect additional responsibilities.

Cleaning 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. Training, monitoring productivity of individual team members, performance reviews and providing constructive feedback and coaching where necessary.

DOMESTIC ASSISTANT

Employees will be required to work a 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 positively as part of a team as well as interacting with pilgrims in a professional and courteous manner will be required. Experience preferred.

Working on the Cleaning & Catering Teams may be required, when requested.

Domestic Assistant Duties include:

- Preparation of tea/coffee and toast,
- Serving in the dining room,
- General housekeeping and
- Cleaning of hostel facilities.

CLEANER

Employees will be required to work a 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 positively as part of a team as well as interacting with pilgrims in a professional and courteous manner will be required.

Experience preferred.

Working on the Domestic & Catering Teams may be required when requested.

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

CATERING ASSISTANT

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. Shifts will include weekend hours with all employees being required to work these hours. Ability to work positively as part of a team as well as interacting with pilgrims in a professional and courteous manner will be required.

Working on the Domestic & Cleaning Teams may be required when requested.

Catering Assistant Duties include:

- Assisting in the preparation of meals,
 - Following HACCAP procedures in terms of food and safety hygiene,
- Serving in the Staff Dining rooms and
- General housekeeping duties in the Staff House.

VESSELS (BOAT CREW) AND MAINTENANCE TECHNICIAN

Employees will be required to work a five day week, on a rotational shift basis, which will necessitate some overnight stays on Station Island. Rotas will include weekend with all technicians being required to work occasional weekends. Having the ability to work positively as part of a team as well as interacting with pilgrims in a professional and courteous manner will be important. Some experience of working on Commercial Passenger Vessels preferred.

Vessels & Maintenance Technicians Duties include:

- Greeting and interacting with pilgrims,
- Safe conveyance of pilgrims and staff to and from Station Island,
- Maintaining and Cleaning vessels, grounds, lawns, car parks and the Lough Derg Pilgrim Path.
 - Assisting with the maintenance of the buildings as well as housekeeping, tidying and cleaning of all these 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 2024.

FIRST AID ATTENDANT

Employees will be required to work a 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 Certificate should be included with the application.***

Applicants must be at least 18 years of age on or before 30th April 2024.

RETAIL ASSISTANT

Employees will be required to work a 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.

Retail Assistant 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 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.

Administrative Assistant Duties include:

- Meeting, Greeting and Interacting positively with Pilgrims,
- Answering the telephone,
- Recording telephone and electronic bookings on the 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.

Completed application forms should be returned by post or email to:

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

before Friday 23rd February 2024 at 4:00pm.

Referee telephone contacts details **are essential**.

The above descriptions are not exhaustive and roles may be expanded as required.

Interviews may be held for some roles.

Provisional job offers will be made *in writing, subject to satisfactory Vetting and attendance at any required training and induction sessions.*

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

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