

**Job Description**

|  |  |
| --- | --- |
| **Job Title** | Cook – Childcare Services |
| **Reporting to** | Childcare Manager |
| **Responsible to** | CEO of Laois Partnership Company and the voluntary Board of Directors |
| **Purpose of the post** | The core responsibility of the Cook is to ensure the smooth and efficient operation of the kitchen which has responsibility for providing a healthy and hot meal for children who attend our centres on a daily basis. |
| **Duties and Responsibilities** | * To plan menus in collaboration with the childcare staff team. * To prepare food to the required specifications and being mindful of the time constraints. * Make adjustments to food items to accommodate children with allergies, specific diet concerns or religious requirements. * Plan and organise time, and stock to ensure delivery of well-prepared dishes on a daily basis. * Place orders and budget for groceries, where necessary. * Maintain a clean, hygienic work environment at all times. * Maintain required paperwork for HACCP. * Ensure a fun, learning environment is maintained at all times. * Be aware of child safeguarding policies and procedures.   **General duties**   * Work as part of the overall team in the childcare service, and in Laois Partnership Company. * Promote the Organisation and its services in a positive manner. * Operate within policy, legal, ethical and professional boundaries when working. * Actively contribute to service review and development in a positive, solution focused manner. * To undertake other duties/responsibilities that are appropriate to the role.   Please be advised that this is not an exhaustive list of duties for the role and changes may occur. This role is a developmental role and will require flexibility and adaption to new and changing situations on an ongoing basis. |
| **Eligibility Criteria** | **Essential Qualifications and Experience**   * Minimum 3 years work experience in a kitchen or similar setting * Ability to work as part of a team * HACCP/catering qualification * Kindness, warmth and responsiveness to the needs of children * Good communication and relating skills with children and staff * Knowledge of how to run a kitchen. |
| **Terms and Conditions** | Contract: Permanent, subject to successful probation **Probation:** 6 months  **Hours:** 30 hrs/week max  **Salary:** €15.50 per hour  Garda Vetting, and satisfactory references, will be sought prior to the successful candidate taking up the post.   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | |
| **How To apply** | Please forward **a full CV and a cover letter**, outlining your suitability and experience for this position, by email to: [info@laoispartnership.ie](mailto:info@laoispartnership.ie)  Closing date for receipt of applications is Wednesday 8th November 2023  No late applications will be accepted.  Informal enquiries by email to [**info@laoispartnership.ie**](mailto:info@laoispartnership.ie)  Canvassing will disqualify. |

**Laois Partnership Company is an equal opportunity employer and does not discriminate against individuals on the basis of  gender, age, race, colour, nationality, ethnic or national origin, religion, marital status, family status, sexual orientation, disability or membership of the travelling community.**