



# St. Columba's College, Stranorlar, Co. Donegal.

Phone (074) 9131246 Fax (074) 9132528

## Vacancy – Canteen Cook

**Vacancy:** Applications are invited by post or email to [staffrecruitment@stcolumbasstranorlar.ie](mailto:staffrecruitment@stcolumbasstranorlar.ie) for the position of Canteen Cook for St. Columba's College for 36 hours per week.

**Reports to:** School Principal

**Contract:** School Term Contract

**Hours of work:** 8am to 4pm on Mondays, Tuesdays, Thursdays and Fridays  
8am to 12 noon on Wednesdays

**Commencement Date:** Employment will commence on 26<sup>th</sup> August 2024. There will be a probation period of no longer than 6 months. The successful candidate will be contracted to work during school term times (late August to early June).

### Position Summary

St. Columba's College is a Catholic Voluntary Secondary School within the CEIST Trust and is committed to the pursuit of excellence in a caring environment. Inspired by the vision of Catherine Mc Auley, Mercy education is committed to the holistic development and to the achievement of the full potential of each student, particularly those who are disadvantaged or marginalised.

St. Columba's College aims to provide a happy, secure environment conducive to good behaviour in which students can develop emotionally, spiritually and academically taking the child's background, circumstances and ability into consideration. We strive to develop a culture where good relationships are encouraged, people feel valued and respected and students are encouraged to express themselves.

The school is committed to excellence in all activities and the role of the Canteen Cook is hugely important in helping to provide an environment conducive to learning and teaching. The Canteen Cook, along with other canteen assistants, orders, prepares and cooks large quantities of food in the school canteen setting. The Canteen Cook will play a central role in preparing menu items, such as soups, meats, vegetables, fruits, breads and salads, for consumption through the use of the canteen equipment and cooking/baking processes. The role also includes the inspection of equipment for cleanliness and functional operation. The Canteen Cook works in collaboration with school management to provide high quality healthy meals within given budgets (breakfast, break-time snack and lunch).

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Principal: Mr. Tom Rowan

Deputy Principals: Mr. John Sweeney, Ms. Georgina White, Ms. Amanda Timony

The successful applicant must have and display the following personal qualities:

- Commitment to maintaining and developing healthy food choices.
- An organised and systematic approach to the work task.
- Ability to work as a team member and to constructively engage with school management, staff, and students.
- Good communication skills with work colleagues, school staff and students
- Be punctual, dependable and hardworking
- Ability to take responsibility for tasks as appropriate and see them to completion.
- Willingness to support and engage in the school ethos and philosophy of education

### **Essential Functions**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential duties include the following:

- Orders supplies and receives delivery, storing properly to ensure conformance to standards
- Prepares and cooks foodstuffs (meat, fish, poultry and vegetables) according to menus, special dietary or nutritional restrictions, or numbers of portions to be served
- Cleans and inspects equipment, kitchen appliances, work areas and tableware to ensure cleanliness and functional operation
- Apportions and serves food/beverages to student and staff
- Monitors food services operations, including handling of cash, to ensure procedures are followed
- Coordinates activities of food service staff
- Records operational or production data
- Maintains food, beverage and equipment inventories
- Prepares breads or doughs
- Suggests menu options and agrees same with School Management
- Anticipates problems, where possible, and recommends appropriate policies to the School Management
- Knows relevant school policies, including Child Protection Safeguarding Statement, and administration of those policies
- Works to further promote a healthy eating policy and increase participation
- Works effectively with school personnel and food/service providers
- Participates in further professional development courses as required

### **Qualifications/Experience Required**

Qualified Cook with some experience pursuant to the job description above.

Experience of working in similar environment is preferable but not essential.

Applicants should have knowledge of all Food Safety and Hygiene Regulations

### **Application**

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All interested candidates should submit their letter of application and curriculum vitae by post to

The Principal,  
St. Columba's College,  
Stranorlar,  
Co. Donegal

or by email to [staffrecruitment@stcolumbasstranorlar.ie](mailto:staffrecruitment@stcolumbasstranorlar.ie).

Applicants must supply contact details for two referees and comply with Garda Vetting requirements.

Shortlisting may apply. Only shortlisted candidates will be contacted.

Canvassing will disqualify.

**Closing date: 4pm on Wednesday 7<sup>th</sup> August 2024**

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