



An Garda Síochána
JOIN THE TEAM TODAY

PLEASE READ CAREFULLY BEFORE APPLYING

**Open Competition for Appointment to the Role of
Catering Assistant Garda College, Templemore, Co.
Tipperary**

HRD_37D-385995 /22

An Garda Síochána seeks to employ a Catering Assistant at the Garda College, Templemore, Co. Tipperary and establishment of a panel for certain future fillable full-time and part-time positions.

Closing Date: 5pm on Friday, 2nd September, 2022

Late applications will not be accepted.

An Garda Síochána is committed to a policy of equal opportunity.

THE DIFFERENCE IS YOU

Catering Assistant in An Garda Síochána

Overview of the Garda College

The Garda College is the national centre for police training, development and learning within the Irish State. It is a modern campus structure set over eight acres. The campus which is a purpose built residential training facility comprises of four lecture theatres, 17 classrooms, IT facilities, a mock courtroom, physical testing facilities, library, study area, and a restaurant with a seating capacity for 400. There is accommodation for 493 with an additional 240 acres of undeveloped land available for tactical and operational training exercises.

As a Catering Assistant you will be responsible for: Assisting with the preparation and serving of meals and beverages to customers. Ensuring that the kitchen, service and seating areas are clean and tidy. Ensuring health and safety regulations are followed.

The Catering Assistant reports to the Catering Manager, Garda College Restaurant.

Catering Assistant Responsibilities:

- Assist with the basic food hygiene preparation tasks, including the preparation of snacks, sandwiches etc, as required.
- Assist with the storage and distribution of kitchen supplies.
- Prepare counter area and assist with counter services.
- Make and serve beverages as required.
- Operate the cash register.
- Maintain a high standard of hygiene in the area he/she may be assigned to from time to time.
- Ensure that the service to trainees, staff and visitors is of the highest standard.
- Collect dishes and wash up.
- Clean the kitchen, including washing kitchen appliances, equipment, work surfaces, floors and walls.
- Ensure all cleaning materials are used economically.
- Set up dining and buffet areas as per the catering manager's instructions.
- Implement Health, safety and Welfare policies in the workplace and be aware of the Safety, Health and Welfare at Work Act 2005, and the Safety, Health and Welfare at Work (General Application) Regulations 2007 as amended.
- Assist with special events/functions.
- Attend training courses as required.
- Maintain a good standard of personal hygiene.
- Any other duties relevant to the post as may be allocated by the Catering Manager

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post of catering assistant.

Essential Criteria:

- Sound knowledge of Hygiene and Food Health and Safety regulations.
- The ability to work in a fast paced environment.
- The ability to work as part of a team.
- Effective communication and customer service skills.

Desirable Criteria:

- Experience working in the catering industry

Candidates should note that admission to the competition does not imply that they meet the eligibility criteria. Therefore candidates should satisfy themselves that they meet the eligibility criteria for this competition.

Pay

The PPC pay rate for Catering Assistant position, as and from the 1st February, 2022 as follows:
Weekly

€478.77, €511.15, €528.57, €545.08, €568.42, €592.21, €616.02, €633.12, €652.51, €669.56, €691.84,
€713.68, €735.50, €758.70, €780.52

LS1 €802.82 LS2 €825.10

The PPC pay rate applies when the individual is required to pay a Personal Pension Contribution (otherwise known as a main scheme contribution) in accordance with the rules of their main/personal superannuation scheme. This is different to a contribution in respect of membership of a Spouses' and Children's scheme, or the Additional Superannuation Contributions (ASC).

A different rate will apply where the appointee is not required to make a Personal Pension Contribution. Long service increments may be payable following satisfactory service at the maximum of the scale.

Important Note:

Payment will be made **weekly** in arrears by Electronic Fund Transfer (EFT) into a bank account of an officer's choice. Payment cannot be made until a bank account number and bank sort code has been supplied to the HR Directorate, Athlumney House, Johnstown, Navan, Co Meath C15 ND62. Statutory deductions from salary will be made as appropriate.

Age

On the closing date for receipt of applications for this position, the following are the eligibility requirements with regard to age;

- the minimum age requirement for potential applicants is 18;
- the appointee will be a member of the Single Public Service Pension Scheme, as defined in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. Under the Scheme, retirement is compulsory on reaching 70 years of age.

Health

Before being accepted as suitable for appointment, the appointee must satisfy certain criteria including suitability in respect of health. The onus is on the appointee to declare their suitability, to the best of their knowledge and belief, regarding their health status, and in this regard, the appointee will be asked to complete a health self declaration statement. Please note any misstatements, incomplete statements and/or

false declarations are liable to disqualify the appointee from the competition and/or result in the summary termination of their appointment to/employment in the position.

Location

The post to be filled under this competition is to be located in Garda Síochána College, Templemore, Manna South, Co. Tipperary.

Tenure

The appointment is to a non-established Catering Assistant position. This is a full-time non established position.

Hours of attendance

Presently, full-time hours of attendance will be fixed from time to time, at present they amount to 39 hours net, per week, Monday to Friday.

Annual Leave

The annual leave provision for State Industrial employees is standardised at **25** days, inclusive of Good Friday

Duties

You will be required to perform any duties which may be assigned to you from time to time and commensurate with the position of Catering Assistant. You may not engage in private practise or be connected with any outside business which would interfere with the performance of official duties.

GENERAL NOTE – the successful applicant(s) will be required to undergo Garda Vetting prior to commencement of employment

Headquarters

Garda College, Templemore, Co. Tipperary.

Applicants must include, with their application form:

- A clear copy of their Driving Licence or passport; (required to verify the essential eligibility requirement, to verify age in respect of the age limits and to verify identification if successful in being appointed)
- A clear copy of their Employment Permit, if applicable. (A non-EEA national, unless exempted, requires an employment permit to work in Ireland). Failure to produce such documentary evidence when requested may lead to disqualification from the

IMPORTANT NOTICE

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate(s).

Application and Selection Process

How to Apply

Please indicate your interest by completing the application and submit to college.hr@garda.ie

Or post to HR Office, Garda College, Templemore, Co. Tipperary **by 5pm on Friday, 2nd September, 2022.**

Please enter **Catering Assistant**, in the subject bar of your email.

Closing Date

The closing date for applicants is: **5pm on Friday, 2nd September, 2022**

Applications will not be accepted after the closing date.

Communication

Candidates should note that all communications relating to this competition, including the provision of results, will issue by way of email only. Candidates should ensure that a valid email address and contact details are provided on their application and should check that email address on a regular basis.

Shortlisting

The number of applications received for a position generally exceeds that required to fill existing and future vacancies for the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, An Garda Síochána may decide that a smaller number will be called to the next stage of the selection process. In this respect, An Garda Síochána provide for the employment of a shortlisting process to select a group who appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who, appear to be better qualified and/or have more relevant experience.

The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is, therefore, in your own interest to provide a detailed and accurate account of your qualifications/experience in your application.

Declaration

Applicants will be required to declare whether they have previously availed of a Public Service scheme or incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Other important information

General Information

An Garda Síochána will not be responsible for refunding any expenses incurred by candidates.

Posts will be offered in sequence to those candidates who finish highest in the overall order of merit drawn up following the interviews, i.e. the highest ranking candidates will, in turn, be offered a post.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that An Garda Síochána is satisfied that such a person fulfils the requirements.

Prior to recommending any candidate for appointment to this position An Garda Síochána will make all such enquiries that are deemed necessary e.g. health, character, employer references, security checks including vetting, or any other enquiries as are deemed necessary to determine the suitability of that

candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Appointments from panels

A panel will be established from which an appointment will be made and from which future vacancies may be filled. Qualification and placement on a panel is not a guarantee of appointment to a position. The panel will remain in place for 2 years.

Probationary Period

The appointment will be subject to a probationary period of 12 months which may be extended under certain circumstances. Continuation in employment in the position, once appointed, is subject to satisfactorily meeting the requirements of the position and performing the duties as directed.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview when and where required or who do not, when requested, furnish such evidence as required in regard to any matter relevant to their candidature, will have no further claim to consideration.

Declining an offer of appointment

Should the person recommended for appointment decline, or having accepted it, relinquish it, An Garda Síochána HR may at its discretion, select and recommend another person for appointment on the results of this selection process.

Confidentiality

Candidates can expect that all enquiries, applications and all aspects of the proceedings are treated as strictly confidential subject to the provisions of the Freedom of Information Act 2014.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

Use of Recording Equipment

An Garda Síochána does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes. Any person wishing to use such equipment for any of these purposes must seek written permission in advance. This policy is in place to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes. Unsanctioned use of recording equipment by any person is a breach of this policy.

General Data Protection Regulation (GDPR) & Data Protection Act, 2018.

Personal data provided by candidates shall only be processed for the purposes specified in this document, and within a clearly defined lawful basis under the (EU) General Data Protection Regulation (GDPR) ((EU)2016/679) and the Data Protection Acts 1988/2018.

All necessary measures will be put in place to ensure personal data is kept safe and secure, and only relevant personal data will be processed. Personal data will be retained for no longer than is necessary to achieve the purpose for which it has been obtained.

Canvassing

Candidates should note that it is prohibited to do the following, directly or indirectly:

- Canvass in relation to the process;
- Personate a candidate at any stage of the process;
- Influence a decision of any person in relation to the process; or
- Interfere with or compromise the process in any way.

