



Baltinglass Outdoor Education Centre

Job Description/List of Duties

Support Staff

The role of support staff at Baltinglass OEC is a combined role including all aspects of cleaning, housekeeping, food preparation & service, managing food & cleaning supplies.

Hourly rate of pay: €15.92

The following list, which is not exhaustive, outlines the main duties of the role. All catering functions must be carried out in line with HACCP food hygiene guidelines.

1. Assisting the Chef with the control of catering supplies to include compiling food orders, accepting deliveries & storage of food items.
2. Preparation of menus in consultation with the Chef/Centre Manager
3. Assisting the Chef with preparation & service of meals & refreshments to visiting groups
4. Maintaining the kitchen & dining room in a tidy and hygienically clean state at all times to include all work surfaces, storage presses, fridges, freezers, walls, floors etc.
5. Maintenance of HACCP records for food deliveries, storage, food handling, preparation & cleaning.
6. Evening lock up of kitchen and dining room to include final lock up of Centre where Catering/ Cleaning staff are last to leave.
7. Cleaning of toilets, corridors, classrooms and offices
8. Housekeeping duties in dormitories to include full clean up & bed change after group departure.
9. Doing laundry of bed linen & kitchen towels etc and maintaining the laundry room and linen store in a clean and tidy state.
10. Any other duties which the Centre Manager may consider necessary for the upkeep of the OEC.

BACKGROUND:

Our programmes are offered on both a residential and non-residential basis using the Outdoors and Adventure Sports as a medium for personal and social development. We offer programmes at all levels from Introductory Skills to Instructor Training and Assessment.

For more detailed information on the Centre please visit:

www.baltinglassoec.com

