



## **CANDIDATE INFORMATION NOTICE**

**Open Recruitment Competition for the position of**

**Catering and Service Assistant (Household staff)**

**at**

**Áras an Uachtaráin**

**Full-time position**

**and**

**Establishment of a panel for certain future fillable full-time and part-time positions**

**Competition Reference: 2020/029**

**Closing Date: 5:30pm on Wednesday, 2<sup>nd</sup> December, 2020**

The Office of Public Works (OPW) invites applications for the position of Catering and Service Assistant (Household staff) at Áras an Uachtaráin, Phoenix Park, Dublin.

The position is a Non-Established State Industrial post and the appointment will be subject to a probationary period of 7 months which may be extended to 10 months under certain circumstances. Continuation in employment in the post, following the end of the probation period, will be dependent upon the appointee fully meeting the requirements of the position during the probation period.

Persons who wish to be considered for appointment to the above position should submit a completed and signed application form and copies of the required certificates of attainment in support of their application.

A short-listing assessment, on the basis of the information supplied in the application, may be used by OPW to select those applicants who are to be invited to attend for competitive interview.

The competitive interview process will be used by OPW in selecting those candidates determined by the Interview Board as being the most suitable to fill the position and for placement on the panel, based on the order of merit as determined by the Interview Board. The panel will remain in effect for a limited period.

### **The Role**

The duties of the Catering and Service Assistant (Household staff) are varied. The primary function of the job holder will be to carry out duties relating to front/back of house, household tasks including housekeeping, room layouts, set up and food/drink service for residents, guests and participants at events hosted at Áras an Uachtaráin, all of which must be delivered to the highest standard. This will include all residential properties, waiting areas, offices and exhibition spaces within the environs of the State Venue.

## **Minimum Eligibility Requirements**

**Candidates, must possess at least one of the following, at the closing date:**

- Basic Certificate in Bar, Restaurant and House-Keeping – Fáilte Ireland recognised or equivalent; \*\*
- HACCP Certification, basic food safety and hygiene;
- Experience of working in an establishment with a high quality of service.

\*\* Irish or Foreign qualification (deemed in a similar field of study) recognised as equivalent to the above qualifications.

Failure to supply **copies** of requested documentary evidence, as detailed above, with your application will deem your application invalid and it will therefore be disqualified. Original documents will be required to be presented, if you are invited to interview.

## **Desirable Requirement**

- Previous experience in food service and/or housekeeping experience, in an establishment of a high standing in fine dining.

## **General Candidate Requirements:**

- Demonstrate appropriate self-presentation;
- Have experience in both food service and housekeeping;
- Demonstrate a high degree of flexibility in terms of working hours and be consistent with needs of the service. Hours of attendance may change at short notice;
- Have access to own transport, as start and finish times may occur when public transport is not available;
- Work on own initiative while being part of a larger team;
- Show a committed and flexible attitude to tasks and projects;
- Have excellent interpersonal and communication skills coupled with a professional, polite and courteous manner when dealing with residents, colleagues, management and guests.

## **Principal Duties and skills**

The following list of duties and skills is not exhaustive but indicative of the role of Catering and Service Assistant (Household staff). You will be expected to perform the duties assigned to you by your Supervisor/Manager, and by any person to whom authority has been delegated, which are considered appropriate to your position.

- To understand and interpret household requests from the Executive Chef and Catering and Service Captain;
- To have knowledge of table settings, display and layouts for presentations;
- To assist in the set-up of rooms as prescribed and to clear areas after events;
- To carry out all cleaning duties as required including restrooms and office areas, stocktaking, laundry, vacuum and other household/facility upkeep;
- To follow instructions on the correct storage and cleaning procedures for glassware, silverware and china;
- To have some knowledge of the care of specialised equipment, furniture, fabrics, silver, crystal and crockery;
- To carry out other duties that are considered appropriate to the grade as delegated by Senior Management and any other member of staff to whom responsibility has been delegated;
- To have a willingness to learn about food service and housekeeping in a State venue;
- Follow security protocols;
- Reporting to management any damage or situation which may lead to members of the public/residents/staff injuring themselves.

### **The Catering and Service Assistant (Household staff) is required to:**

- Demonstrate flexibility and mobility, consistent with the needs of the service;
- Carry out all work in a safe manner both to colleagues and visitors through understanding, observance and application of Health and Safety requirements;
- Maintain a high standard of personal hygiene and dress in an appropriate manner, in line with management dress code;
- Use correct protocol when addressing visitors;
- Carry out other duties/works deemed by management as appropriate to the grade and to the position;
- Co-operate with the introduction of new work practices and technology;
- Contribute to a good team spirit;
- Successfully undertake training as and when required.

### **Special Working Conditions**

- Weekend and Public Holiday attendance will be required and the appointee must be prepared to be flexible in the hours of attendance;
- Attendance is required in early mornings and evenings;
- The working week will be rostered over seven days; the actual days and hours of attendance will be arranged according to local management requirements;
- Working with sharps, chemicals, cleaning agents.

### **Contacts with:**

- staff of the Office of Public Works;
- members of the public;
- external contractors, caterers and suppliers;

### **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.

### **Outside Employment**

The position is full time and the appointee may not at any time engage in, or be connected with, any outside business or activity which would in any way conflict with the interests of the OPW, or be inconsistent with their official positions, or tend to impair their ability to carry out their duties. For this reason, an appointee who intends to be engaged in or connected with any outside business or employment should inform the OPW HR Management (Operational) Section of such an intention.

### **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 that 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.

### **III-Health Retirement**

For an individual who has retired from a Civil/Public service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

### Security Clearance

Garda vetting will be sought in respect of individuals who come under consideration for this position. The proposed appointee will be required to complete and return Garda Vetting forms that will be forwarded to An Garda Síochána for security checks to be undertaken. Enquiries may also be made with the police force of any country in which the proposed appointee resided. The person selected for appointment under this competition may receive an offer of appointment, the commencement and continuation of which would be subject to satisfactory Vetting of the proposed appointee.

### Pay

The Catering and Service Assistant (Household staff) pay scale, based on a 39-hour week, as and from 1<sup>st</sup> October 2020, is as follows:

<b>Incremental Progression</b>	<b>Point</b>	<b>Non – PPC</b> (This rate will apply where the appointee <b>is not required</b> to make a Personal Pension Contribution)	<b>PPC</b> (This rate will apply where the appointee is a new entrant or an existing civil servant appointed on or after 1 January 2013 and <b>is required</b> to make a Personal Pension Contribution.)
On commencement	1	€534.96	€561.60
After 1 Year	2	€541.86	€568.87
After 2 Years	3	€592.11	€615.56
After 3 Years	4	€596.80	€620.44
After 4 Years	5	€599.75	€623.51
After 5 Years	6	€602.82	€626.71
After 6 Years	7	€602.82	€626.71
After 7 Years	8	€602.82	€629.68
After 8 Years	9	€605.80	€632.96
After 9 Years	10	€609.11	€636.43
After 10 Years	11	€611.96	€639.42
After 11 Years	12	€615.11	€642.71
After 12 Years	13	€617.67	€645.39
After 13 Years	14	€620.17	€647.99

The successful candidate will be paid at the appropriate point of the pay scale.

Payment will be made weekly 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 Office of Public Works. Statutory deductions from salary will be made as appropriate.

### Declaration:

Applicants will be required to declare whether they have previously availed of a Public Service scheme of 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.

## **Confidentiality**

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence. All aspects of the application and assessment process are treated as strictly confidential and are not disclosed to anyone, outside of those persons directly involved in an aspect of the assessment process.

## **Other important information**

The Office of Public Works will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a campaign, or an invitation to attend any element of the selection process, is not to be taken as implying that the Office of Public Works is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending. If you do not meet these essential entry requirements but nevertheless attend for selection tests/interview(s) you will be putting yourself to unnecessary expense.

Should the person assigned to a post decline, or having accepted it, relinquish it or if an additional vacancy arises the Office of Public Works, may, at its discretion, select another person for appointment on the results of this selection process.

## **Candidates' Obligations**

- Candidates must not knowingly or recklessly provide false information;
- Candidates must not canvass any person with or without inducements;
- Candidates must not interfere with or compromise the process in any way;
- Candidates should note that canvassing will disqualify and will result in their exclusion from the process;
- a third party must not personate a candidate at any stage of the process;
- any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment;
- in addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then: where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

## **Specific candidate criteria**

Candidates must:

- have the knowledge and ability to discharge the duties of the post concerned;
- be suitable on the grounds of character;
- be suitable in all other relevant respects for appointment to the post concerned; and if successful, they will not be appointed to the post, or continue in employment in the post, if appointed, unless they:
  - agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed;
  - are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

### **Deeming of candidature to be withdrawn**

Candidates who do not attend for interview or other test when and where required by Office of Public Works, or who do not, when requested, furnish such evidence as the Office of Public Works require in regard to any matter relevant to their candidature, will have no further claim to consideration.

### **Data Protection and Confidentiality Statement**

By submitting an application form for the purpose of applying for recruitment to, or promotion or assignment within, the Office of Public Works, candidates give consent for the personal data submitted to be processed as part of the selection process and administration of that competition.

By consenting to this agreement, candidates give permission for the data submitted as part of this application form to be processed by Office of Public Works HR Management (Operational) section for the purpose of administration and for relevant data to be made available to assessment boards for the purpose of assessing and selecting the most suitable candidate(s). Other than the copy of the Drivers' licence/Passport, which will be retained for administrative purposes in the event that a candidature proceeds to appointment, and the qualification documentation, which would be retained for administrative purposes in respect of a successful candidate, the data submitted will not be used for any other purpose and will be retained in accordance with the Office of Public Works retention policy.

All such information will be maintained safely and securely in line with the provisions of the Data Protection Acts and Regulations.

Personal information will be treated in confidence and will not be shared with any party outside of those outlined as part of the selection process and administration of the competition.

### **Application Process and Selection Process**

Applications for the post are invited from persons who meet the minimum eligibility requirements above. A short-listing process may be used in order to determine those applicants who will be invited to attend for competitive interview. The short-listing process will be based on an assessment of the information supplied on the Application Form. When completing the Application Form, please take the opportunity to provide as much information as possible and to demonstrate relevant qualities and experience to support your application. Following shortlisting, suitable applicants will be invited to attend for a competitive interview.

The competitive interview process will be used by OPW to select the candidate determined by the Interview Board as being suitable to fill the position and a panel of the next most suitable candidates, effective for a limited period, will be formed.

Only those considered most suitable for placement on the panel, by the Interview Board at the competitive interview, will be positioned on the panel in the order of merit as determined by the Interview Board. Placement on the panel does not guarantee nor imply that an offer of employment will be made to those placed on same.

Appointments by the OPW to approved positions of employment are made as and when considered appropriate by OPW management and will be subject to:

- Receipt of satisfactory references for the candidate;
- The candidate meeting the health and vetting requirements for the position;

If a panel member does not accept an offer of appointment, when made, that panel member may not receive further offers of appointment.

Applicants **must** include, with their application form:

- **A clear copy of your Drivers Licence or Passport;**

***Note:** A copy of your Drivers Licence/Passport will be used to verify your identification, should you be offered an appointment to the advertised position.*

- **A clear copy of Certificates of Attainment (if applicable in accordance with the eligibility requirements);**

Candidates may be required to provide satisfactory documentary evidence of all qualifications claimed by them, which must be provided promptly on request. Failure to produce such documentary evidence when requested may lead to disqualification from the competition and/or termination of contract.

An application form for the position is available on the OPW website [www.gov.ie/opw](http://www.gov.ie/opw) under "Recruitment in the Office of Public Works". Advice and information that may be of assistance to applicants is also available on the website

If you are interested in being considered for the above position and are satisfied that you meet the criteria as outlined above, please complete an Application Form and send it with copies of requested documentation by email to:

**[recruitment@opw.ie](mailto:recruitment@opw.ie)**

The closing date for receipt of completed application forms is **5:30pm on Wednesday, 2<sup>nd</sup> December 2020**. Applications received after this time will not be considered for the competition.

**As all correspondence from Recruitment will be via email, it is your responsibility to ensure that the email account provided on the application form is monitored and any changes to contact details should be notified with the competition reference number to [recruitment@opw.ie](mailto:recruitment@opw.ie) as soon as possible.**

**The OPW will not be liable for any costs incurred in applying for the position and/or attending an interview.**

**The Office of Public Works is committed to a policy of equal opportunity.**

**Please note that canvassing will disqualify.**