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## Lough Derg St Patrick's Purgatory, Pettigo, Co Donegal

### Personal Specifications

#### DOMESTICS ASSISTANT

Employment will be for a period of 38 days. Employees will be required to work a five-day week on a rotational shift basis, which in some cases may necessitate some overnight stays on the island. Ability to work with other people and to work without supervision. Interaction with the public in a professional and courteous manner will be required.

**Duties include:** preparation of tea/coffee and toast, serving in the dining room, (following HACCAP procedures of food and safety hygiene), general housekeeping and cleaning of hostel facilities.

#### CATERING ASSISTANT

Employment will be for a period of 38 days. Employees will be required to work a five day/week, including shift work which will necessitate some overnight stays on the Island. Ability to work with other people and to work without supervision. Interaction with the public in a professional and courteous manner will be required.

**Duties include:** assisting in the preparation of meals, following HACCAP procedures in terms of food and safety hygiene, serving in the staff and priests dining room and general housekeeping duties in the Staff House. **Applicants must have Primary Hygiene Certificate or equivalent.**

#### BOATCREW

Employment will be for a period of 38 days. Employees will be required to work a five-day week, including shift work, which will necessitate some overnight stays on the Island. Ability to work with other people and to work without supervision. Interaction with the public in a professional and courteous manner will be required.

**Duties include:** safe conveyance of pilgrims and staff to and from the Island, greeting members of the public, maintaining grounds, lawns and car parks, and housekeeping of other general facilities. Bell ringing at various times of the shift is also required. Applicants must be at least 18 years of age on or before 30<sup>th</sup> April 2010.

#### CLEANERS

Employment will be for a period of 38 days. Employees will be required to work a five-day week, including shift work, which will necessitate some overnight stays on the Island. Ability to work with other people and



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with the public in a professional and courteous manner will be

facilities in accordance with HACCAP policies.

### **FIRST AID ATTENDANT**

Employment will be for a period of 38 days. Employees will be required to work a five-day week, including shift work, which may be during the night. Ability to work with other people and to work without supervision, interaction with the public in a professional and courteous manner will be required.

**Duties include:** treatment of pilgrim first aid concerns, with common injuries such as blisters and cuts on feet, fatigue, cramping, nausea and headaches. Applicants should have experience in dealing with first aid and have a minimum of a current Basic First Aid to include CPR certificate. ***A copy of this should be included with the application.***

### **RETAIL ASSISTANTS**

Employment will be for a period of 38 days. Employees will be required to work a five-day week including shift work. Ability to work with other people and to work without supervision. Interaction with the public in a professional and courteous manner will be required.

**Duties include:** Use of computerised till system, ensuring facilities are clean and efficient levels of stock maintained. Previous experience in working with the public is essential and knowledge of electronic cash register would be preferable.

Retail Assistant may share duties of Administrative Assistant upon request.

### **ADMINISTRATIVE ASSISTANT**

Employment will be for a period of 38 days. Employees will be required to work a five-day week, which will include shift work. Ability to work with other people and to work without supervision. Interaction with the public in a professional and courteous manner will be required.

**Duties include:** answering the telephone, recording telephone and electronically bookings on computerised system, and dealing with pilgrim queries in person. Previous experience in working with the public is required. ECDL or equivalent qualification is essential.

Administrative Assistant may share duties of Retail Assistant upon request.

**Remuneration for all above posts in accordance with the National Minimum Wage Act 2000.**

**Completed application forms should be returned to:**

**The Manager, Lough Derg, Pettigo, Co Donegal, before Friday 19<sup>th</sup> March 2010.**

Applications will be processed by April 5<sup>th</sup> after which date job offers will be made *in writing*.

***All successful applicants will be required to attend a Mandatory Orientation Evening in May (dates to be confirmed). Late Applications will not be considered.***