



Cornerstone



#CES-2408000



Cornerstone, The Lungy, Sligo, Co. Sligo, F91
RV0D



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



19/08/2025



30/09/2025

How to register your interest

To register your interest, take note of the scheme reference number and contact an Employment Personal Advisor (EPA) in your [local Intreo Office](#)



Open your camera app & point here to view this ad online



Kitchen Assistant

Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

To register your interest you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Duties and responsibilities:

- Managing Meals on Wheels Recipients lists.
- On occasion contact volunteer drivers to deliver meals.
- Assist Chef with the preparation and dishing out of meals.
- Cleaning: Cookers, hotplate, fridges, shelves, sinks, floors and general cleaning in the kitchen and stores.
- To comply with Food Hygiene (HACCPs) Rules and Regulations.
- You will be required to work Bank Holidays on an alternative rota basis with other staff.
- You may be required to do relief work when other staff are off

General Responsibilities:

- To be familiar with, adhere to and work within Cornerstone Policies and Procedures.
- Ensure files are maintained in accordance with Cornerstone Policies and Procedures in order to ensure good record keeping practices are in place.
- Responsible for carrying out duties in a professional manner.
- To work as a member of a team in order to achieve service objectives.
- Ensure confidentiality is maintained at all times.
- To ensure work is accurate and that attention to detail is maintained.
- To be flexible and prioritise workload accordingly.
- To allocate and manage time efficiently.
- To adhere to all Health & Safety Regulations as per the organisations Health & Safety Statement

and the Safety, Health & Welfare at Work Act, 2005.

- To attend and participate in Supervision, Departmental Meetings, Staff Meetings etc as required
- To attend and participate in agreed programmes of training.
- To be flexible in relation to hours of attendance in order to meet the needs of the project.
- To have a flexible approach to work in response to organisational change, development and review of best practice.
- To carry out any other duties allocated by your line manager.
- **Sector:** accommodation and food service activities