



West Cork Training & Development Scheme

Ltd



#CES-2470304



Bridge Street, Bantry, Co. Cork,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



15/09/2026



27/10/2026

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



Café Activities Co-Ordinator & Administrator

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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

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

<https://corkmentalhealth.com/bridge-street-cafe-bantry/>

Café Duties

Job description

Kitchen coordinator

Purpose of the Role

General café duties & support the smooth day-to-day running of the café, collaborating closely with the team leader & the assistant team leaders. The café is open Monday, Wednesday & Friday.

Duties in the Role

General café duties & café maintenance

Stock take & order stock for café

Ensuring all food safety sheets are filled up accordingly

Ensuring the hygiene standards at the café are followed

End of day cash up and documentation

Keyholding responsibility and opening/closing café at agreed days/times

Assisting Facilitators with room setup for events/workshops

Ad-hoc duties as appropriate to the role and other duties when required to assist team leaders

Educational/skills requirements

Excellent people-facing and interpersonal skills essential

Ability to work as a collaborative team member

Kitchen/café experience is a bonus, but not necessary - Training will be provided

Very good written and spoken English will be a core requirement

Garda Vetting will be required at some stage during the role

Personal qualities for this role

You will be an empathic, positive person who enjoys dealing with people on a day-to-day basis

You will be interested in gaining a full understanding of the cafe's philosophy and be willing to champion its purpose and vision

You will need to be committed, reliable and punctual

You must be able to use own initiative but follow the values of the cafe

You are open to further training if required by law/procedure or to address a skills gap in the role

All volunteers & staff at the café bring their own lived experienced of mental health challenges to their role – this is an essential part of the cafe's philosophy. But it is important that people take responsibility for their own recovery and that they are in a good place mentally for this role

You are willing and able to work in a café where people will be talking about mental distress & or

wellbeing

Contact Tim on 0862467851 or email: tim@wctdscheme.ie

- **Sector:** administrative and support service activities