



Inishturk The most beautiful of islands

Community Services Caretaker & Kitchen Assistant

Role Specification - 4 Month Temporary Role

Based full-time on Inishturk Island, Co Mayo

Working Hours: 37.5 Hrs per week

Rising boldly from the wild Atlantic Ocean, Inishturk is a small island 14km from the west coast of Ireland. Renowned for the warmth of its community, unspoiled natural beauty, and views of the Connemara coastline, it is home to 60 people and receives 3000 tourists per year. The island is

home to a diverse array of wildlife and plant life, as well as several historic sites and monuments that offer a glimpse into its rich past. Whether you're looking for adventure, relaxation, or a chance to immerse yourself in culture and history, Inishturk Island offers a unique experience.

Inishturk Community Club CLG is a social enterprise responsible for community development and operating facilities on Inishturk Island including a community center, bar/restaurant, shop, activity pitch & tourist accommodation. We receive funding from the Department of Rural & Community Development via Comhar na nOileán CTR.

Role Summary

The Multi-Faceted Operations Assistant is responsible for a diverse range of duties, supporting smooth daily operations across food preparation, building maintenance, community shop service, and holiday let turnovers. The ideal candidate will be flexible, proactive, and service-oriented, with a strong ability to manage multiple responsibilities effectively.

1. Food Preparation and Kitchen Support

- Assist with basic food preparation, including washing, chopping, and organising ingredients.
- Maintain a clean and organised kitchen area, following health and safety regulations.
- Support the kitchen team during service hours by preparing and plating simple dishes as directed.
- Monitor kitchen stock and report low supplies to the supervisor for restocking.

2. General Building Maintenance

- Perform routine maintenance and light repairs on building facilities, such as changing light bulbs, and general upkeep.
- Conduct regular checks of the premises to ensure safety, cleanliness, and functionality.
- Report any significant maintenance issues to the manager
- Manage waste disposal and recycling processes to keep the premises orderly.

3. Shop Service and Customer Assistance

- Provide excellent customer service in the shop, assisting customers with inquiries and purchases.
- Operate the cash register, process payments accurately, and manage end-of-day cash reconciliation.
- Maintain product displays, restock shelves, and ensure a clean, inviting shop environment.
- Assist with inventory tracking, report stock levels, and support any promotional activities.

4. Holiday Let Turnover and Preparation

- Assist in the preparation of holiday rental units for new guests, including thorough cleaning, linen changes, and restocking essential items.
- Check units for maintenance issues, report any damages, and ensure the accommodation meets high cleanliness and presentation standards.
- Greet guests on arrival (if applicable), provide a friendly and helpful experience, and respond to basic inquiries.

Key Skills and Qualifications:

- Experience in food preparation, customer service, and building maintenance is desirable.
- Strong attention to detail, especially in cleaning and preparing holiday lets for guest turnover.
- Customer Service Skills: Ability to engage positively with guests and shop customers, providing friendly, helpful service.
- Organizational Skills: Capable of managing multiple tasks and responsibilities efficiently.
- Basic Maintenance Skills: Familiarity with routine repairs, maintenance tools, and safety protocols.
- Flexibility: Adaptable to changing needs, with a proactive approach to assisting across various roles.

Terms

- This contract will commence in late 2024 initially with a rate of €25,500 per annum. Any agreed overtime will be awarded as TOIL.

Accommodation on Inishturk

- Information Email: development@inishturkisland.com for further information or call 0871317426

Eligibility

- Current recipient of social welfare

Contact Details

To apply for this position please send your cv and cover letter to development@inishturkisland.com

The closing date for receipt of applications is 6 pm, Wednesday, 13thth November, 2024

