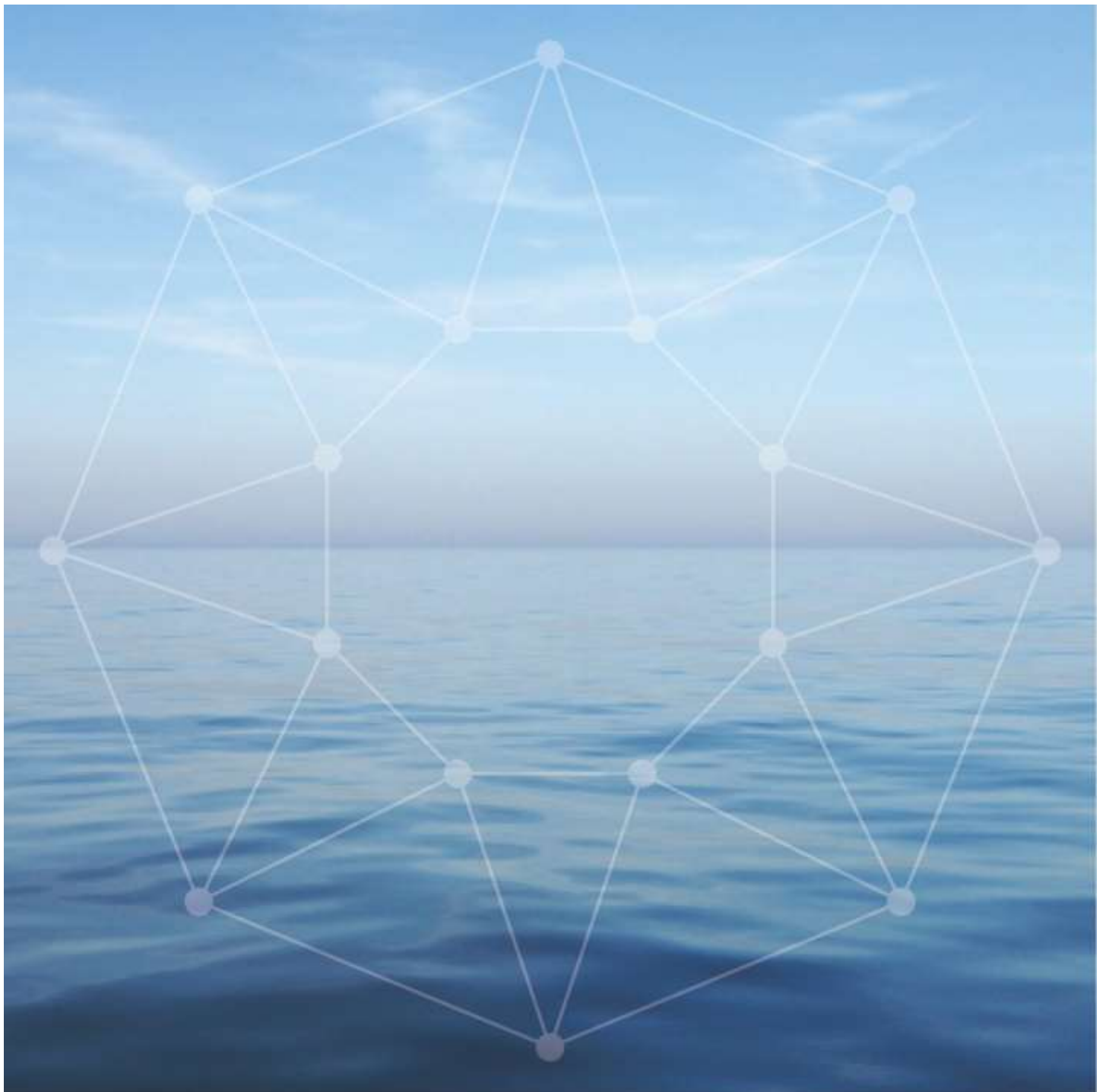




Commissioners of
IRISH LIGHTS | Navigation
and Maritime
Services

CANDIDATE BRIEFING PACK

Catering – Ship’s Cook: ILV Granuaile
eNavigation and Maritime Services Department



Place of work:	Place of work: ILV Granuaile. (<i>Irish Lights head office: Harbour Road, Dun Laoghaire, Co Dublin, A96 H500</i>)
Vacancy:	Catering – Ship’s Cook: ILV Granuaile, eNavigation and Maritime Services Department
Remuneration:	A starting salary of €27,500 rising to €32,500 per annum plus attractive benefits package.

Background

The mission of Irish Lights is Safe Navigation at Sea. We are a maritime organisation delivering essential 24/7 safety and navigation services around the coast of Ireland, 365 days a year. Our vision is to protect lives, property, trade and the environment by delivering next generation maritime services at the interface of navigation technology, engineering and data management.

Irish Lights is responsible for Maritime Aids to Navigation under the Safety of Life at Sea (SOLAS) Convention. This remit includes the provision and maintenance of over 330 general aids to navigation, the superintendence of approx. 3,300 local aids to navigation, and marking or removing dangerous wrecks outside harbour areas around Ireland.

Irish Lights also provides a range of navigation and contract commercial services including ship charter, buoy and maritime data. We provide value added services to support the development of the broader maritime economy including Met and Coastal Data Services. The Irish Lights tourism and heritage initiative, the ‘Great Lighthouses of Ireland’ was developed in partnership with local communities and offers visitors from home and abroad the chance to visit or stay in a working lighthouse. See our website www.irishlights.ie for further details.

Mission Statement

Safe Navigation at Sea: To be a leading and innovative provider of reliable, efficient and cost effective navigation and maritime services for the safety of all.

Values

Irish Lights’ strategy will be delivered by holding true to the values of the organisation. Our Values set the foundation for our interactions with our stakeholders, customers, suppliers and the community. These values, which are the cornerstone for the success of the organisation, are as follows:

- Professionalism
- Respect
- Trust
- Quality
- Innovation
- Collaboration



Where the role fits:

The Ship's Cook (Catering) role is on-board our ship, **ILV Granuaile**, that operates within the **eNavigation and Maritime Services (EMS)** Department. ILV Granuaile is a multifunctional vessel, which operates in the waters around the coast of the Island of Ireland. Its primary function is to place and service offshore buoys, which warn mariners of the location of sand banks, reefs and other offshore hazards near shipping routes. The vessel also serves as a helicopter platform for servicing offshore lighthouses and is available to assist State agencies with search & rescue, emergency towing, oil pollution control, surveying and offshore data collection. The ship works on a 28 day on/off roster.

Reporting Relationship of the Ship's Cook (Catering) in EMS:



About the role:

This Ship's Cook (Catering) role forms an essential part of the crew on-board ILV Granuaile. Reporting to the Senior Operations Officer, the Ship's Cook is responsible for catering on board ILV Granuaile and for managing all aspects of galley operations. He/she will plan meals according to operations and produce a healthy and varied menu for the crew as efficiently as possible.

Other core duties will include:

- Preparing provision list for ship.
- Maintaining records of all provisions and stores.
- Complying with all HACCP regulations and maintaining HACCP records.
- Managing stock control of ships catering stores.
- Supervising personnel working in the galley on a daily basis and also the assistant cook (when one is carried).
- Supervising hygienic loading and storing of supplies.
- Determining timing and sequence of serving times to meet operational requirements.
- Preparing varied and healthy menu preparation taking into account religious and cultural requirements within budgetary allowance.
- Keeping galley, store rooms and mess room spotlessly clean and hygienic.

- Participating in bi-annual State Agency catering department inspections and assist in responding to the results of those inspections.
- Delivering on objectives agreed in the Performance and Development System (PADS).
- Commitment to delivering the Irish Lights Strategy 2018 - 2023: “Safe Seas - Connected Coasts” and future continuous improvement.

Requirements for the role:

Applicants must be an experienced on-board ship’s cook with a high awareness of maritime health and safety issues. The successful candidate will be aware of conditions and circumstances affecting their own safety and the safety of others on-board.

In addition, the successful candidate must have:

- Ships Cook Certificate MCA or Irish Certificate of Equivalent Competency.
- Relevant certification (in date) in accordance with STCW (Standards of Training, Certification and Watchkeeping for Seafarers) Minimum of Personal Survival Techniques, Fire Prevention and Fire Fighting, Elementary First Aid and Personal Safety and Social Responsibilities.
- Relevant Medical certification (in date).
- Excellent initiative skills, demonstrating ownership of tasks and responsibilities.
- Strong communication and team work skills.
- Planning and organising: ability to prioritise work and work to deadlines.
- Appropriate work permit where applicable.



Terms and Benefits

- **Salary** – A starting salary of €27,500 rising to €32,500 per annum is on offer together with a range of attractive benefits.
- **Pension Scheme** – The pension arrangements form an important part of the pay and reward package offered to employees. The pension scheme is a defined benefit occupational pension scheme and Irish Lights contribute 27.1% of salary towards pension benefits.
- **Death in service pension benefits** – The Alpha pension scheme will pay two times annual salary to a nominated person(s) in the event of a member's death in service.
- **Hours of work:** Please note that ILV Granuaile operates with two crews on a 28 day on/off roster. The normal hours of work for this post are 06.30am to 18.30 Monday to Sunday inclusive.
- **Annual Leave & Public Holidays** – Your annual leave and public holiday entitlements are covered by the liberty period corresponding to the duty period and is consolidated in your pay. It is no less than the minimum statutory entitlement under the Organisation of Working Time Act, 1997.
- **Repatriation** - You will be entitled to repatriation in accordance with the repatriation provisions.
- **Travel and Subsistence** – Travel and subsistence expenses are paid to employees required to travel, in accordance with approved rates. Please note that travel expenses for employees are only paid within the island of Ireland.
- **Training and Development support** – Irish Lights aims to ensure that all employees have the knowledge, skills and experience necessary to be successful in their roles and to fulfil their career potential.
- **Family Friendly Policies** – Irish Lights has a range of family friendly policies that allow employees to balance work with other aspects of their lives.
- **Maternity/Paternity/Adoptive/Parental/Parent's Leave provisions** – Maternity, paternity, parental and adoptive leave benefits are enhanced beyond the statutory entitlements.
- **Employee Assistance Programme (EAP)** – Irish Lights provides an independent, 100% confidential EAP service offering professional and impartial advice, information and counselling on a range of issues. This service is free to employees and is also available to immediate family members.
- **Occupational Health Service** – Irish Lights works with an independent Occupational Health service provider, who provides support and advice for employees who have an illness or a medical condition affecting their ability to work.
- **Sickness Absence Provisions** – For employees unfortunate enough to become ill, the Sick Leave Policy provides up to a total of 13 weeks paid leave (less any social welfare payments) in one year, followed by a further 13 weeks half pay (less half of any social welfare payments) thereafter, subject to a maximum of a total of 26 weeks paid sick leave in any four year period. If you become sick or injured whilst on a voyage, you will be paid your normal basic wages until you have been repatriated in accordance with the repatriation provisions.
- **Eye sight test** – Employees can avail of an eye sight test voucher.

