

Mercy University Hospital, Cork is a Catholic Voluntary Hospital founded in 1857 by the Sisters of Mercy. It is a centre of National and International excellence, renowned for its research and tertiary services and is a teaching hospital of University College Cork. The Mercy University Hospital provides specialist in-patient, day-patient out-patient services and accident and 24/7 emergency services in the centre of Cork City.

We are currently looking for candidates to fill the following position(s);



Catering Assistant - Stores

(Permanent)

Catering Department

(Under the Governance of Mercy University Hospital Cork CLG.)

The stores porter would perform day-to-day stores tasks for ordering, inspecting, controlling and moving of Catering products, and household products while constantly aiming towards improving these functions to achieve the maximum financial benefit for the Mercy University Hospital. This job is usually Monday to Friday and hours are usually 7am to 3.45pm.

Responsibilities - The post holder will be responsible for;

- Ensure all goods are ordered and delivered for Catering services are received, checked and logged in as appropriate on the online ordering system.
- Carry out an on-going programme of cost efficiency review and strict stock control whilst maintaining standards expected in product storage.
- Ensure the safe loading and offloading of goods or any materials from vehicles, and assisting colleagues in this task where necessary.
- Become familiar with all products stocked, their value and their usage statistics.
- Liaise with the Catering Manager and Catering office to prioritise any urgent or important tasks to be completed daily.
- Make deliveries to and collections from various locations internal and external.
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Eligibility Criteria - Candidates:

- Minimum three years' stores or other experience
- Food hygiene course
- Competent in computer skills & data entry
- Fetac level 6 or other is a minimum requirement

Closing Date for Applications Monday 30th April 2018 at 1pm

1. Email

E-mail a letter of application together with your CV and names and numbers of 3 referees to:

recruitment@muh.ie

2. Post

Send 3 hard copies of your CV together with a letter of application and names and numbers of 3 referees to:

Human Resources, Mercy University Hospital,
Grenville Place, Cork, Ireland

recruitment@muh.ie

Terms and conditions of employment are in accordance with the Department of Health and Children regulations. Mercy University Hospital is an equal opportunities employer. Canvassing will disqualify.