

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);



Head Porter

Permanent

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

As a member of the multidisciplinary team the postholder will work closely with ward and other hospital department staff. He/She is expected to provide and maintain a caring and efficient portering service. The Head Porter is expected to participate in portering duties as necessary from time to time.

Responsibilities - The post holder will;

- Organise and supervise work of the Portering Department and Staff therein in accordance with their job description.
- Review current working patterns and practices and make any recommendation identified that would improve practices and service levels.
- Plan and implement staff rosters including all types of leave to ensure that adequate cover at all times.
- Manage staff records (annual leave, sick leave etc.)
- Responsible for maintaining accurate and up to date records of Hygiene audit duties undertaken by portering staff.
- Responsible for the induction and training of all new employees to the Portering department and ensuring that they are familiar with all Hospital policies and Portering duties.
- Ensure that each staff member is working to their full potential.
- Monitoring and ensuring that all staff maintain high standards of professionalism and efficiency

A full Job Description is available from www.muh.ie/careers

Eligibility Criteria - Candidates:

- The postholder must have obtained a good standard of second level education
- Have at least 4 years satisfactory experience in a portering or relevant support service role.
- Possess FETAC /SKILL qualification or willingness to undertake same
- Previous experience of managing a team

Closing Date for Application: 1pm Wednesday 6th February 2019

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.