



kcetb

Bord Oideachais agus Oiliúna
Chill Chainnigh agus Cheatharlach
*Kilkenny and Carlow
Education and Training Board*

Full time Instructor (Job Reference: 2022DEC235)

Commis Chef

Title:	Instructor: Commis Chef
Reporting to:	KCETB Training Services Manager (or designate)
Nature of Position:	To deliver to apprentices all aspects of the Commis Chef NFQ Level 6 Standards Based Apprenticeship i.e. Practical Skills, personal skills, maths, computer skills, and related knowledge to the prescribed standard and in accordance with the relevant syllabus.
Place of Work:	Kilkenny
Hours of Work:	Monday to Friday – 35 hours per week (Full time equivalent)
Salary Scale:	Salary will be paid in accordance with such rates as authorised by the Minister for Education and Skills.

Role and Responsibilities:

The responsibilities of the post include the following:

- Instruct the apprentices in all aspects of Commis Chef NFQ Level 6 of the Standards Based Apprenticeship i.e., Practical Skills, personal skills, math's, computer skills, and related knowledge to the prescribed standard and in accordance with the relevant syllabus.
- Prepare lesson plans, course notes, overheads and handouts as appropriate.
- Schedule, conduct, correct and mark assessments/tests in accordance with the relevant assessment programme and carry out associated administrative tasks.
- Provide appropriate additional instruction and schedule, conduct, correct and mark repeat assessments programme and carry out administrative tasks.
- Visit and monitor apprenticeship employers and apprentices during on the job modules.
- Provide mentoring and coaching to apprenticeship employers and apprentices during on the job modules
- Maintain prescribed course records.
- Supervise apprentices and ensure that correct methods, quality standards and safety procedures are

observed.

- Supervise apprentices in respect of their timekeeping, attendance, behaviour and application.
- Prepare and issue progress reports to the employer in respect of each apprentice.
- Ensure adequate security of tools, equipment, machines and materials located in the training area.
- Ensure that equipment and machines are maintained in accordance with the manufacturer's recommended maintenance schedule.
- Plan and ensure the timely delivery of all course materials e.g., food items and non-capital tools and equipment.
- Raise requests for the purchase and supply of all course materials and non-capital tools and equipment.
- Ensure that course materials are used in an economical and cost-effective manner.
- Use new technology as appropriate, to assist in delivering and administering training.
- Maintain and monitor the HACCP system set in place.
- To manage the running of kitchen and the associated areas and keep the high standards expected.
- To operate and clean equipment correctly and safely adhering to cleaning and maintenance schedules.
- Monitor stock rotation, check and log deliveries/returns.
- Ensure that the waste management system is followed.
- The successful applicant will be required to engage with and contribute to the apprenticeship's community of practice, programme board and Consortium Steering Group as requested.
- **Any other duties, which may be specified from time to time.**

This list is not an exhaustive list, and you may be required to take on other tasks and duties for the proper and effective performance of your role.

Person Specification

	ESSENTIAL	DESIRABLE
MOTIVATION:	<p>Have knowledge of the national developments relating to apprenticeship, learning and qualifications.</p> <p>Have sufficient confidence in his/her ability to transfer the skills of the occupation as specified in the relevant curriculum/programme specification.</p> <p>Proven record of achievement.</p>	<p>Have knowledge of modern training methods.</p> <p>Ability to work as part of a team.</p> <p>Previous training experience.</p>
WORK EXPERIENCE	<p>Minimum 5 years post apprenticeship / qualification experience in the relevant occupation/trade.</p> <p>Strong knowledge of and demonstrable experience of working in the restaurant / hotel hospitality industry.</p> <p>Knowledge of current health & safety legislation and regulations within the industry.</p>	<p>Instructing experience with a level 6 (national diploma) or higher, education and training qualification.</p>
COMMUNICATIONS INTERPERSONAL SKILLS:	<p>Articulate, with the ability to communicate the relevant course information in a manner designed to motivate the learner.</p> <p>Experience in work related administrative skills e.g. estimating, ordering materials, quality systems).</p> <p>Having the necessary coping skills to deal with conflict, motivational & disciplinary problems associated with training.</p> <p>The candidate will understand the totality of the job and be prepared for any unforeseen situations that may arise.</p>	<p>To display experience in using these skills.</p> <p>Experience in administrative skills and IT Systems.</p> <p>Have worked with groups where interdependency was necessary.</p>

EDUCATION:	Leaving Certificate 5 D's or equivalent Professional Qualification or relevant work experience one level above Commis Chef Senior Trade Certificate/National Craft Certificate/FETAC Advanced Certificate or equivalent. Certificate in Management of food Hygiene	Post National Craft Certificate Third Level Technically relevant qualification. Information Technology Applications Qualification
CIRCUMSTANCES/ SPECIAL REQUIREMENTS FOR THIS JOB:	Car Owner with a Full Driver's License.	

Competencies:

The person appointed to the above post will be required to show evidence of the following competencies:

- Specialist knowledge, expertise and self development
- Teaching / instructing / training ability
- Specific capacity to contribute to the overall needs of the Further Education and Training Services
- Management and delivery of results
- Professional Development

**The closing date for the receipt of completed application forms is
Friday, 27 January 2023 at 12.00 noon**

General Guidelines

- Please read the application form carefully and ensure it is completed as comprehensively as possible.
- **All sections of the application form must be completed in full and typed. Please note that handwritten forms will not be accepted.** The form will expand to accommodate the text you enter.
- Candidates will be required to describe some of their relevant experience/achievements to-date that demonstrate the key competencies required for the position as outlined. Candidates should describe relevant situation/s from their own experience, which they think are the best example/s of what they have done which demonstrates the specific competencies. The example(s) may be drawn from candidates experience in various settings including their professional, community or voluntary involvement.
- All information must be set out on the official application form. If required, additional pages may be used. **ADDITIONAL CV WILL NOT BE ACCEPTED.**
- One copy of your completed application form (in pdf format) and any supporting information should be submitted.
- Take note of the closing date for the position and make certain your application is submitted in plenty of time. **LATE APPLICATIONS WILL NOT BE ACCEPTED.**
- Application forms are only accepted electronically and should be signed and returned by email to: recruitment@kcetb.ie
- Care should be taken to provide full and accurate information. Any mis-statement given may disqualify your application.
- Further information regarding Kilkenny and Carlow ETB including details on all our schools/centres can be obtained on our website: www.kcetb.ie
- By applying for any position with KCETB, you acknowledge that your personal data shall be processed by KCETB. The Privacy Notice which is available on www.kcetb.ie gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need any further information, please see our Data Protection Policy which is also available on www.kcetb.ie

The Shortlisting Process

- It is important to note that while you may meet the essential qualification/s and eligibility requirements of the position, if the numbers applying for the position are such that it would not be practical to interview everyone, Kilkenny and Carlow ETB may decide to employ a short listing process to select candidates for interview.
- During the shortlisting process, the shortlisting board will examine the application forms and assess them against pre-determined criteria based on the requirements of the position and the quality of your application form. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/experience/skills and competencies on the application form in a clear and concise manner.

- Candidates who are not shortlisted are not necessarily deemed unsuitable, or incapable of undertaking the job, rather that those candidates who were shortlisted demonstrated more clearly their suitability for the specific position in terms of their qualifications/experience/skills and competencies.
 - Each recruitment competition is independently assessed by the shortlisting board and considered in the context of the needs of the specific position advertised. Accordingly scores may differ from competition to competition.
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