Free Weekly Jobs Bulletin
21st November
2019

Jobs & Useful Contacts
Prepared by Kelly McGowan on behalf of the Social Inclusion & Community Activation Programme

The Jobs Bulletin is also available on www.grd.ie
Galway Rural Development Co., Mellows Campus, Athenry  Tel: 091 844335

PART 1 – ONLINE JOBS

"The Social Inclusion and Community Activation Programme (SICAP) 2018-2022 is funded by the Irish Government through the Department of Rural and Community Development and co-funded by the European Social Fund under the Programme for Employability, Inclusion and Learning (PEIL) 2014-2020"
How to apply for a job that you see in the Jobs Bulletin

The Jobs Bulletin contains jobs that come from different on-line and printed job adverts. GRD puts in the information on how to apply for jobs on the pages of the different job sites. You can read the Jobs Bulletin from our website, on your computer or smartphone and many people have given us their email so they can get the Jobs Bulletin sent to them.

For many of the jobs you need to apply on-line following the system set up by the particular job search site.

It’s a good idea to have your CV prepared and ready to send as an attachment.

If you would like help and advice on how to apply for a particular jobs or to get your CV updated and in the right format then you can ask one of our Employment Officers to help you. GRD has staff based around the county and there is a contact list on the next page.

You can call us or send an email to info@grd.ie or contact the Employment Officer in a town nearest to you.
How can GRD assist you? .... GRD have Employment Officers, Community Development Officers, Adult Education, Back to Work Scheme, Social Enterprise and Employer Liaison Officers. Refer to the chart to find details of relevant staff members.
To be eligible to participate in the Tús scheme you must be:

- Continuously unemployed for at least 12 months and "signing on" on a full-time basis
- Receiving Jobseeker's Allowance from the Department of Employment Affairs and Social Protection for at least 12 months

Note: If you are getting JA and have break(s) of up to 30 days in your jobseeker’s record over the last 12 months, you will still be eligible for Tús.

During your time on your Tús you can take up other employment provided it does not interfere with the work and times of the Tús placement.

Working conditions
Participants work 19 ½ hours a week and the placement lasts 12 months. You receive the same statutory annual leave and public holiday entitlement as other employees. During the 12-month placement, you can have up to 2 days’ uncertified sick leave and 7 days’ certified sick leave. When the placement finishes, you should sign on again with your local Intreo Centre or Social Welfare Branch Office. You cannot participate in the Tús scheme again for 3 years.

Rates
The minimum weekly payment for participants (based on 19.5 hours worked) is €225.50. If your Jobseeker’s Allowance payment (including increases for dependants) was €203 a week or less, then you will get the minimum Tús weekly rate of €225.50 (that is €203.00 plus €22.50). If your weekly Jobseeker’s Allowance (including any increases for dependants) was €203.00 or more, then you will get the equivalent rate plus €22.50 (there are some exceptions to this).

Participants will retain any extra benefits and the medical card, provided they are still eligible. Childcare If you need childcare in order to participate in the Tús scheme, you may be eligible for the After-School Child Care (ASCC) scheme.
Please contact the supervisor in your area for further information

<table>
<thead>
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RSS/TÚS ADMINISTRATOR – Martina – mcaulfield@grd.ie 091875732
TÚS ADMINISTRATORS – Sinead & Emily – tusadmin@grd.ie – 087 1698345

**TÚS Work Placements Vacancies**

**Sales Assistant – Duties:** Work as part of a team in busy charity shop environment. Customer service, cash handling, general cleaning and day to day running of the shop. Sorting, pressing/steaming, pricing and displaying stock and adhering to Manual Handling and Health and Safety procedures.

**Sports Ground Worker/Caretaker – Duties:** Pitch cutting, lining, weeding, strimming and general repair and maintenance of pitches. Cleaning and maintenance of club house. Preparation of pitches on match and camp days. Setup of meeting rooms etc.

**Maintenance Worker - Duties:** Carry out general repairs such as painting, decorating and basic DIY repairs. Maintenance of grounds including mowing of lawns, weeding and strimming and litter control. Ensure external areas are clean and tidy on an ongoing basis.
Youth Worker - Duties: Supervise youth club, be available to open and close the pitch for various clubs, groups and individuals. Organise events and trips, report to committee at monthly meetings. Duties to include general administration for a community organisation. Applicants may need to supply suitable character references and be prepared to complete a Garda vetting application form.

Day Care Assistant – Duties: Interact with clients and offering support when needed. Assist with cooking and cleaning within the service and encourage clients to partake in these activities. Assist clients with practical daily living skills. Accompany clients on social outings. Participate in social and recreational activities. Applicants need to supply suitable character references and be prepared to complete a Garda vetting application form.

Administrative Assistant - Duties: The role of Administrator will involve completing administrative duties which will include using Microsoft Office Suite, Database work and reception duties to include general office work, typing of letters, photocopying etc. Be organised, efficient and work on own initiative, excellent communicating skills, liaise with relevant staff and clients.

Environmental Worker (Tidy Towns), Village Maintenance Person - Duties: Village maintenance, painting, landscaping, grass cutting, planting flowers and shrubs; weeding and watering flowers and litter control.

Kitchen Assistant - Duties: Assist in preparation of veg/baking, general kitchen duties and aid other kitchen staff, responsible for washing/cleaning and general hygiene. Ensure that all equipment used is cleaned and stored appropriately. Set up the food areas as required.

Painter - Duties: Paint surfaces including canvas, walls, floors, doors, and cabinets. Mix, match, and apply paint, varnish, shellac, enamel, and other finishes. Scrape, sandpaper, prime, or seal surfaces prior to painting. Clean walls to ensure proper adherence.

Heritage Assistant /Tour Guide - Duties: The applicant should have good communication skills with a positive outlook and will be working as part of a team. Have an interest in promoting the area and have an interest in history and working with the public.

Childcare Assistant – May require training/certification in a FETAC Level 5 Childcare award. Duties: Work experience supporting day to day activities in a community childcare setting.

Caretaker - Duties: light cleaning duties, light D.I.Y work, opening and closing the community centre, preparing room for meetings and light painting and decorating duties for inside the building. Grass cutting and all other light D.I.Y duties outside the building.
Support Worker Meals on Wheels – Duties: work as part of a team and delivery meals to members of the community.

Bus Escort- Duties: Assist with transporting clients. Have a friendly helpful manner and have good communication skills.

RSS/ Rural Social Scheme

The Rural Social Scheme (RSS) is aimed at low-income farmers and fishermen/women. It provides a supplementary income for low-income farmers and fishermen/women who are unable to earn an adequate living. To qualify for the RSS you must be getting a social welfare payment. In return, people participating in the RSS provide services that benefit rural communities.

The type of work carried out by RSS participants includes: Maintaining and enhancing various walking routes (that is, waymarked ways, agreed walks) and bog roads, energy conservation work for older people and those at risk of poverty, village and countryside enhancement projects, social care and care of older people etc.

To be eligible to participate in the RSS:

You must be 25 years or over and getting Farm Assist
Or
If you are actively farming or fishing (this means that you must meet the criteria set out below), you may qualify for the scheme if you are getting one of the following social welfare payments:

- Jobseeker’s Allowance,
- Jobseeker’s Transitional payment
- Disability Allowance
- One-Parent Family Payment
- Widow’s, Widower’s or Surviving Civil Partner’s Contributory Pension or Widow’s, Widower’s or Surviving Civil Partner’s Non-Contributory Pension

Increase for a Qualified Adult under 66 years of age as part of your spouse, cohabitant or civil partner’s State Pension (Non-Contributory)

Working conditions
You work 19.5 hours per week or 39 every other week. These hours are based on a farmer/fisher-friendly schedule. This is to ensure participation on the scheme does not affect your farming/fishing activities. If you get a place on the Scheme, you are offered a contract from your start date up to the following 31 March. You may be considered for a further term following the initial contract, if you continue to meet all the criteria for the Scheme.
The local management decides on your application. The time limit for participation for new entrants to the scheme will not exceed 6 years.

**Criteria for a farmer**
You must provide proof that you are actively farming. To do this, you must provide a copy of your application for the Basic Payment Scheme for the current year, including a valid herd number. If you are actively farming and have not applied for the Basic Payment Scheme, you should contact your local RSS implementing body for advice.

**Criteria for a child/sibling of a farmer**
If you are a child/sibling of a herd number owner and you can certify that you are resident and/or working on the farm and you are getting one of the qualifying social welfare payments, you may be eligible to participate in the RSS on the basis of your parent’s/sibling’s herd number.

**Criteria for a spouse, civil partner or cohabitant of a farmer**
If you are eligible but do not wish to participate in the RSS, your dependent spouse, civil partner or cohabitant can take the available place.

Alternatively, if your spouse, civil partner or cohabitant is getting one of the qualifying social welfare payments and is actively farming, they can use your herd number to qualify for the scheme.

Your spouse, civil partner or cohabitant can participate in the RSS, if he/she is under 66 and you are getting a State Pension (Non-Contributory) which includes an Increase for Qualified Adult for him or her.

**Criteria for a fisherman/woman**
To be considered eligible to participate on the RSS a fisherperson must meet one of the following categories:

**Self Employed Fisherperson and is:**
- Entered in the Register of Fishing Boats
- Issued with a pot fishing licence
- Issued with a commercial salmon fishing licence from Inland Fisheries Ireland
- Issued with a commercial eel fishing licence from Inland Fisheries Ireland
- Issued with a dredging licence for shellfish from Inland Fisheries Ireland
- A Holders of an aquaculture licence

Permit holders for shell fishing issued by a registered cooperative.

Criteria for a spouse, civil partner or cohabitant of a fisherman/woman
Your spouse, civil partner or cohabitant can participate in the RSS, if he/she is under 66 and you are getting a State Pension (Non-Contributory) which includes an Increase for Qualified Adult for him/her.

**Rates**
The rates of payment for new participants on the RSS depends on your qualifying DEASP payment. The minimum weekly payment increased to €225.50.
If the actual social welfare payment (including dependants) you were getting is €203.00 a week or less, then you will get the minimum RSS weekly rate of €225.50 (that is €203.00 plus €22.50). If your actual weekly social welfare payment (including dependants) was €203.00 or more, then you will get the equivalent rate plus €22.50.

If you were getting an age-related reduced rate of payment your payment is increased to the minimum weekly rate of €225.50.

Related Documents

Farm Assist

Farm Assist is an income support scheme for farmers.

To find out about the means test for this payment and the rules about who can qualify.

Please contact the Supervisor in your area for further information

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RSS/TÚS ADMINISTRATOR – Martina – mcaulfield@grd.ie 091875732

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**Miscellaneous**

**Horticulture Worker** – Nordon Landscapes, Portumna, Co. Galway
Ref: #JOB-2130919

Nordon Landscapes Ltd based in Portumna, Co Galway are looking for a horticulture worker. Must have experience in operating gardening tools. Provide upkeep of sidewalks, driveways, fountains and planters. Assist in planting and transplanting shrubs and conifers. Annual remuneration starting from €26,000 for a 40 hour week. Please forward CV to nordlandscap101@gmail.com.

**Polish Language Teacher P/T Galway** – Ene Due Rabe, Co. Galway
Ref: #JOB-2130210
No of positions: 2

To apply for this position please send CV to: EneDueRabe@yahoo.ie
A qualified person required to teach children age 3-14 at a Saturday language school. We are looking for native Polish speaker with confidence, experience and a great ability to interact with children. Part time work 5 hours on Saturday. For more information call 0863882818.
The Youth Employment Support Scheme is co-funded by the Irish Government, the European Social Fund and the Youth Employment Initiative as part of the ESF Programme for Employability, Inclusion and Learning 2014-2020.

What is the YESS?

The Youth Employment Support Scheme (YESS) is a work experience placement programme which is specifically targeted at young jobseekers aged 18-24 years of age who are long-term unemployed or who face barriers to employment. The YESS will aim to provide jobseekers with the opportunity to learn basic work and social skills in a supportive environment while on a work placement. The scheme will provide a supportive structure for Participants, including case officer support for both Placement Hosts and jobseekers.

While participation on the YESS will be wholly voluntary for both parties involved, there will be certain qualifying and eligibility conditions that both placement hosts and jobseekers will have to satisfy. All YESS placements will be advertised on the Jobs Ireland website, www.jobsireland.ie and interested jobseekers will have to log onto same to view scheme vacancies.

Who is the YESS for?

The YESS will be available to jobseekers and other eligible cohorts who are:

- aged between 18 and 24 and have been out of work and in receipt of a qualifying payment for at least 12 months,
- or
- if unemployed for less than 12 months, be considered by a case officer to face a significant barrier to work.
- or

Candidates must be in receipt of one of the following qualifying payments:
Jobseekers Allowance, Jobseekers Benefit, One Parent Family Payment, Jobseeker Transition Payment, Disability Allowance, Blind Person’s Pension or Supplementary Welfare Allowance.

What will it involve?

The YESS is a programme specifically designed to provide workplace experience opportunities to young jobseekers while on a work placement. Participants on the YESS will be required to work 24 hours per week, and placements will be for 3 months initially, with an option to extend this further to 6 months.

A designated case officer will liaise with the jobseeker and Host throughout the period of the placement, to monitor how well it is progressing for both parties and provide appropriate advice/support. This will include a formal review meeting after 2 months, which will facilitate the case officer in deciding whether to approve a request for an extension of the duration to 6 months. Clearly defined learning and development outcomes for each placement will also be identified. A Learning and Development Plan will be agreed between all parties at the outset of the placement and the case officer will monitor the progress of same. The placement host will nominate an individual to support and mentor the participant during the placement.

How much will I be paid?

All participants will receive a payment of €229.20 per week from the Department of Employment Affairs and Social Protection (DEASP). Participants whose underlying entitlement is in excess of that amount will continue to receive their weekly payment with an additional top-up allowance of €22.50 per week.
YOUTH EMPLOYMENT SCHEME VACANCIES

Retail/Sales

Sales & Marketing Assistant - YES Scheme - PROCURE WIZARD - Oranmore, Business Park, Oranmore, Co. Galway
Ref: #YESS-2090711

- Learn how to design and create sales and marketing material
- Implement ongoing communication and social media strategy
- Assist in running social media channels
- Receive training in creating a social media ad campaigns
- Assist in organising product launch events across the country for senior level stakeholders
- Help create interesting and attention-grabbing newsletter and email campaigns via Mailchimp
- Assist in organising, designing and reporting back on weekly webinars
- Help to create imaginative and original blogs, infographics and content
- Learn to run monthly analytical reports
- Organise customer video testimonials
- Training provided to show candidate all aspects of marketing and sales support.

The participant will receive formal/ informal training in the following
- Design and creation of sales and marketing material
- Communication and social media strategy
- Running social media channels
- Working at Tradeshows
- Running email campaigns via Mailchimp
- Reporting
- Running a blog
- Video testimonials

Administration

Receptionist - YES Scheme – Wonderland, Townparks, Ballinasloe, Co. Galway, H53 X500
Ref: #YESS-2130261

The participant will gain practical experience in
- Telephone Skills
- Verbal Communication
- Listening
- Professionalism
- Customer Focus
- Organization
- Informing Others
- Handles Pressure

The participant will receive formal/ informal training in the following
- Provide the opportunity for the employee to cross-train in other roles and responsibilities.
• Enable the employee to spend more time with his or her boss in a coaching/mentoring relationship. Set goals for employee development as a team.
• Enable the employee to establish goals, priorities
• Invite the employee to contribute
• Assign the employee a formal mentor from within his or her/his work group.

**General Insurance Sales Advisor/Dialler - YES Scheme - ACORN BROKERAGE LIMITED – Galway City**
Ref: #YESS-2110974

Acorn Insurance are currently seeking a participant from the youth employment scheme to train within the Sales department to learn how to support a busy sales team. Full training will be given in Underwriting, Systems and telephone support to ensure the efficient operation of Acorn Insurance. Participant will be encouraged to complete all tasks accurately and delivered with high quality and in a timely manner. Compliance and Data protection regulations must be adhered to at all times.

Training will include:
• Conducting phone calls as required to prospective clients with leads provided. Calls will be made in accordance with procedure and using the Dialler Script provided.
• Dealing with clients and prospective clients in a courteous and professional manner.
• Securing client information in order to offer a quotation for their insurance needs. Where quotes are competitive securing the sale and processing and issuing the documentation accordingly.
• Processing of emails from clients and insurance companies.
• Provide telephone cover across all departments.

The participant will receive formal/informal training in the following: Word, Excel, Outlook, Relay, CRM, Batch Print, DT, Time Management, planning, telephone soft skills, team building, customer service.

**General Insurance Administrator - YES Scheme - ACORN BROKERAGE LIMITED – Galway City**
Ref: #YESS-2089350
No of positions: 4

Acorn Insurance are currently seeking four participants from the youth employment scheme to train within the administration department to learn how to support a busy administration and sales team. Full training will be given in administrative and telephone support to ensure efficient operation of Acorn Insurance. Participants will be encouraged to complete all tasks accurately and delivered with high quality and in a timely manner.

Training will include:
• Conducting phone calls as required to prospective clients with leads provided. Calls will be made in accordance with procedure and using the Dialler Script provided.
• Dealing with clients and prospective clients in a courteous and professional manner.
• Processing of emails in the Admin mailbox’s from clients, insurance companies.
• Processing of inbound post documentation as per our current post process guidelines.
• Keying of general insurance leads using a CRM system.
• Provide telephone cover across all departments.
• To open, scan and process inbound post received into Acorn Insurance daily.
• Assist in the re-brokering of all general insurance products while adhering to the 15 working day requirement under the CPC.
The participant will receive formal/ informal training in the following:
Word, Excel, Outlook, Relay, CRM, Batch Print, Time Management, planning, telephone soft skills, team building, customer service

**Hospitality/Catering**

**Kitchen Assistant** - YES Scheme - Glasan Creche, Galway City
Ref: #YESS-2125050

Duties to include assisting in the kitchen by preparing meals, serving and cleaning up after meal times. Make sure meals are served on time. Interacting with the children and staff during meal times. General cleaning of the creche throughout the day. You will learn the day to day knowledge regarding the running of the creche and liaise with the Manager/Chef and ensure food orders are carried out and stock control is managed.

You will receive training and experience and skills in the following:
- Social Skills
- Food Safety and Hygiene procedures
- Health and Safety in the workplace
- Allergy control guidelines
- Procedures regarding the running of a kitchen in a child care setting.
- They will gain knowledge of good food safety.

**Accommodation Assistant/Porter** - YES Scheme - FATTAL JURYS OPERATION (IRELAND) LIMITED – Galway City
Ref: #YESS-2106108

As an Accommodation Assistant we want you to be part of a great and diverse team working together to provide great hospitality and products to our guests in the accommodation department. We set high standards for ourselves so that we can surprise and delight our customers and deliver a great experience.

You will be fully trained in the following:
- To greet all guests in a warm and friendly way as you see them around the building;
- To ensure that all customer requests and queries are responded to promptly and effectively;
- To clean assigned bedrooms, bathrooms and corridors and/or public areas of the hotel and ensure bedroom items are replenished; To report any defects found in the bedroom, corridors or public areas to the supervisor or manager;
- To deal with guest complaints in a friendly and efficient manner, ensuring guest satisfaction at all times; to participate in training and want to be the best you can be in your role - there is a huge amount of training available to you if you want to build a career.

You will be fully trained in the following:
- Skills to greet all guests in a warm, friendly and courteous fashion and to maintain a professional manner at all times.
- Cleaning assigned bedrooms, bathrooms and public areas and to ensure stocks of bathroom and bedroom items are replenished to correct standards.
- Reporting any defects found in the bedroom, corridors or public areas to the Supervisor or Manager.
• Dealing with guest complaints in a friendly and efficient manner, ensuring guest satisfaction at all times.
• Working and cooperating with colleagues to enhance the guests experience at all times.
• Ensuring you are always prepared for work; your trolley and caddy are stocked appropriately.
• Considering wastage without compromising standards.
• Planning ahead to ensure adequate resources are available.

**Maintenance Assistant** - YES Scheme - FATTAL JURYS OPERATION (IRELAND) LIMITED – Galway City
Ref: #YESS-2105545

Jurys Inn, we are looking for an enthusiastic, genuine and friendly person who really enjoys working in hotels and wants to provide great hospitality to our guests, contributing to them having a happy stay with us.

**Houseman job description:**
• To greet all guests in a warm, friendly and courteous fashion and to maintain a professional manner at all times.
• To clean public and back of house areas.
• To report any defects found in corridors or public areas to the supervisor or manager.
• To deal with guest complaints in a friendly and efficient manner while communicating with manager or supervisor to ensure guest satisfaction at all times.
• Any other reasonable request by management.
• Working and cooperating with colleagues to enhance the guests experience at all times.
• A thorough knowledge of TLC and positively contribute to the department and hotels score.
• Follow and maintain Health and Safety standards.
• Follow the company control procedures in accordance with company internal audit requirements.
• Ensure you are always prepared for work, ensuring your caddy is stocked appropriately.
• To be actively involved in the hotel sustainability programme, must consider wastage without compromising standards.
• Be energy efficient within the department, turning off lights, equipment etc when not in use.
• Agree objectives for self-development in line with the department objectives.
• Plan ahead to ensure adequate resources are there.
• Keep up to date about the departmental, hotel and company activities.
• Regularly review own performance against objectives through on the job chats, appraisals and team meetings and where necessary take corrective action.
• Develop own skills and knowledge through training and communication and cooperating with colleagues in all departments.

**Maintenance assistant responsibilities/training received:**
• Greeting all guests in a warm, friendly and courteous fashion and to maintain a professional manner at all times.
• Cleaning public and back of house areas.
• Reporting any defects found in corridors or public areas to the supervisor or manager.
• Dealing with guest complaints in a friendly and efficient manner while communicating with manager or supervisor to ensure guest satisfaction at all times.
• Working and cooperating with colleagues to enhance the guests experience at all times.
• To be actively involved in the hotel sustainability programme, must consider wastage without compromising standards.
• Be energy efficient within the department, turning off lights, equipment etc when not in use.
• Develop own skills and knowledge through training and communication and cooperating with colleagues in all departments.

**Housekeeper - YES Scheme - CONNACHT HOSPITALITY LIMITED – Galway City**
Ref: #YESS-2102884

The person will gain experience in the following:
To service Hotel Guest bedrooms, by refreshing the room for stay overs, cleaning and making rooms ready for the next guest.

The person will gain experience in the following:
• Manual Handling
• Health & Safety
• Customer service
• Hotel housekeeping training

**Breakfast Waiter - YES Scheme - CONNACHT HOSPITALITY LIMITED – Galway City**
Ref: #YESS-2102882

The person will gain experience in the following:
• Greeting and Seating hotel guests for breakfast
• Clearing, setting and cleaning tables
• Ensuring the breakfast buffet is fully stocked, well presented and clean for our hotel guests.
• Table service for tea & coffee and other requests by the customers.

The person will gain experience in the following:
• Manual Handling
• Health & Safety
• Customer service
• Hospitality training

**Food and Beverage Assistant - YES Scheme - FATTAL JURYS OPERATION (IRELAND) LIMITED – Galway City**
Ref: #YESS-2092606
No of positions: 2

Jurys Inn, we are looking for an enthusiastic, genuine and friendly person who really enjoys working in hotels and wants to provide great hospitality to our guests, contributing to them having a happy stay with us.

Food & Beverage Colleague job description:
• To serve food and drinks and give excellent customer service.
• To have a visible presence within the hotel to ensure that all customer requests and queries are responded to promptly and effectively
• To keep all areas clean and tidy at all times
• To deal with guest complaints in a friendly and efficient manner, ensuring guest satisfaction at all times.
• Ensure all cash, charge, float and till procedures are carried out correctly.

The participant will receive formal/ informal training in the following
In providing guests with a high standard of service in the Food and Beverage department across the bar and restaurant and work to the company standards to keep work areas clean and tidy at all times. To be friendly, helpful and approachable to guests at all times.

Skills how to deal with guest complaints in a friendly and efficient manner, ensuring guest satisfaction at all times.

Skills to Work and co-operate with colleagues to enhance the guest experience at all times.

A thorough knowledge and consistent delivery of the company standard operating procedures in the department and a general knowledge of all standards within the Inn.

Skills to ensure the department is always prepared for business.

Skills to communicate and cooperate with all colleagues in all departments.

Carry out any reasonable requests as required by a member of management including supporting in other areas of the hotel as required.

Commis Chef - YES Scheme - Menlo Park Hotel – Galway City
Ref: #YESS-2090933

Terryland, County Galway, Ireland

This is for someone who is looking to gain experience working in a kitchen environment as commis chef or assistant.

- Have excellent communication, interpersonal and organisational skills
- Ability to work as part of a team or on own initiative.
- To understand the various menus and details for standards of presentation of these.
- To learn skills and recipes from senior members of the team.
- To ensure minimum kitchen wastage and adhere to the cleaning schedules for their area of the kitchen.
- To ensure that mise en place is completed and follow the direction of the senior chefs for all other preparation.
- To report any maintenance issues to the Head Chef immediately.
- To comply with all HACCP regulations and follow all Fire Health and Safety, hygiene regulations.
- Excellent written and spoken English.

The participant will receive formal/ informal training in the following

- To carry out any other duties delegated to him/her from time to time by the Restaurant Manager/ Supervisor and duty manager.
- To participate and respond positively to training issued and to report on time to all training sessions asked to attend.
- To have in depth knowledge of all facilities on offer within the hotel, and locally.
- Be able to come to any and all kitchen meetings whilst on duty or otherwise.
- Prepare and cook food according to recipes, quality and presentation standards, and food prep checklists.
- Prepare ingredients for cooking, including portioning, chopping, and storing food before use.
- Safely and appropriately use baking and measuring tools/equipment/appliances to prepare baked foods.
- Follow and ensure compliance with food safety handling policies and procedures, including personal hygiene procedures.
- Check and ensure correct temperatures of kitchen appliances and food, and report issues to management.
- Wash and disinfect kitchen area; set-up and break-down work station; and follow and ensure compliance with sanitation and cleaning procedures.
• Monitor the quality of food prepared and portions served throughout shift.
• To dispose of any refuse following the environmental recycling procedure
• To assist and monitor food stocks and stock movement.
• To understand daily departmental costs and how they influence profit and loss results.
• To ensure minimum kitchen wastage and FIFO always used (first in first out), stock is controlled and rotated. Accept and store deliveries when necessary
• Learn and record skills and recipes from other members of the department and ensure recipes and presentation of dishes as per operating standards.
• To perform all tasks in a timely manner
• To assist in the serving of Carvery as required
• To dispose of any refuse following the environmental recycling procedure

**Accommodations Assistant - YES Scheme - Menlo Park Hotel – Galway City**
Ref: #YESS-2090932

Main Duties and Responsibilities

• The Accommodations assistant is responsible for the smooth and efficient cleaning and servicing of the premises – its rooms, bathrooms, corridors, public areas and toilets, presenting a clean and fresh environment to approved standards for the guest
• To ensure that the agreed standards are maintained on a consistent basis with particular attention to Maintenance and Hygiene in Bedrooms, Public areas and Linen.
• The Accommodations Assistant is responsible for attaining and maintaining the highest possible quality standards in all aspects of their daily tasks.
• To ensure Rooms are FULLY CHECKED and correct to standard PRIOR TO checking by the Accommodations Manager/Supervisor.
• To service the rooms allocated to you each day to the appropriate standards.
• To hand in all lost property at the end of the day and to notify management immediately of any theft from rooms.
• To carry out any public area cleaning duties as directed by your Manager/Supervisor.
• To be aware of, understand and implement all procedures regarding the reduction of operating costs within the department.
• To ensure the smooth operation of all equipment and ensuring the department and all other areas are maintained to the highest possible standard.
• To ensure occupied rooms are always left secure with doors locked
• All cleaning of guest bedrooms and public areas is done in line with the departmental operating standards
• To dispose of any refuse following the environmental recycling procedure
• Observes guests and ensures their satisfaction with the food and service.
• Promptly respond to guests with any additional request.

The participant will receive formal/ informal training in the following
Hotel standards, maintaining high quality, service rooms, handling lost property, public area and guest bedroom cleaning, securing rooms

**Food and Beverage Assistant - YES Scheme - FATTAL JURYS OPERATION (IRELAND) LIMITED – Galway City**
Ref: #YESS-2124839
No of positions: 2
Jurys Inn, we are looking for an enthusiastic, genuine and friendly person who really enjoys working in hotels and wants to provide great hospitality to our guests, contributing to them having a happy stay with us.

Food & Beverage Colleague job description:
- To serve food and drinks and give excellent customer service.
- To have a visible presence within the hotel to ensure that all customer requests and queries are responded to promptly and effectively
- To keep all areas clean and tidy at all times
- To deal with guest complaints in a friendly and efficient manner, ensuring guest satisfaction at all times.
- Ensure all cash, charge, float and till procedures are carried out correctly.

The participant will receive formal/informal training in the following
- In providing guests with a high standard of service in the Food and Beverage department across the bar and restaurant and work to the company standards to keep work areas clean and tidy at all times. To be friendly, helpful and approachable to guests at all times.
- Skills to deal with guest complaints in a friendly and efficient manner, ensuring guest satisfaction at all times.
- Skills to Work and co-operate with colleagues to enhance the guest experience at all times.
- A thorough knowledge and consistent delivery of the company standard operating procedures in the department and a general knowledge of all standards within the Inn
- Skills to ensure the department is always prepared for business.
- Skills to communicate and cooperate with all colleagues in all departments.
- Carry out any reasonable requests as required by a member of management including supporting in other areas of the hotel as required.

Hair & Beauty Care

Barber Assistant - YES Scheme - Terryland Barber Shop – Terryland Retail Park, Galway City
Ref: #YESS-2119617

The participant will gain practical experience in: Barbers assistant, Working on their own initiative and as part of a team, develop good communication skills for reception.

The participant will receive training in the following: Training in reception skills, Hair cutting techniques, Sales, Communication skills.

General Operatives

Facility Cleaning Operative - YES Scheme - The Creamery Café, Salthill, Galway City
Ref: #YESS-2125723

Job Title: Cleaning Staff
Duties: Responsible for cleaning the premises before the shop opens in the morning and in the evening, to assist the staff with general cleaning of tables, floors work areas, and bathrooms.

The intern will gain practical experience in cleaning products and equipment, communication skills, working on their own initiative and as part of a team. Dust control/vacuum and mop floors, Empty
and reline waste bins, Dispose of rubbish, Wash walls/ledges/desks/doors/glass/fixtures/fittings and chairs as per specification

The participant will receive formal/ informal training in the following
- Use of cleaning equipment and chemicals
- Area and standards to be achieved
- Customer Service
- Clocking system

**General Operative** - YES Scheme - HEANEY MEATS CATERING CO. LIMITED – Galway City
Ref: #YESS-2120052
No of positions: 2

The person will gain experience in the following:
- Maintaining the front and back areas and car parks of the factory and assembling boxes.
- Compacting boxes using machine compacter.
- Crate washing using machine.
- Washing the loading and dispatching bays.

The person will gain experience in the following: manual handling, forklift training, stacker training, introduction to H.A.C.C.P, and working as part of a team.
CE POSITIONS

PLEASE CONTACT YOUR LOCAL DSP EMPLOYMENT SERVICES/INTREO OFFICE TO CHECK YOUR ELIGIBILITY AND TO APPLY FOR THIS VACANCY YOU MUST LOG IN OR REGISTER FOR JOBSIRELAND WITH MYGOVID. VACANCY REFERENCE NUMBER WILL BE REQUIRED. ELIGIBILITY TO PARTICIPATE ON CE IS GENERALLY LINKED TO THOSE WHO ARE 21 YEARS OR OVER AND APPLICANTS MUST ALSO BE IN RECEIPT OF AN IRISH SOCIAL WELFARE PAYMENT FOR 1 YEAR OR MORE.

These positions are developmental opportunities; no experience is necessary, and accredited training will be provided to support your career. To find out more about these positions you can click on the job title you are interested in, or you can search for the position on the Jobs Ireland website at www.jobsireland.ie.

Environmental Worker
Galway Rural Development, Athenry, Co. Galway
Ref: #CES-2127020

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| Healthcare Worker                       | Western Alzheimers, Renvyle/Clifden, Co. Galway                            | #CES-2130819                                 |      
| Healthcare Worker                       | Western Alzheimers, Inverin/Roundstone, Co. Galway                         | #CES-2130818                                 |      
| Healthcare Worker                       | Western Alzheimers, Galway City                                            | #CES-2130817                                 |      
| Cleaner                                 | Ballinasloe Training for Employment, Ballinasloe, Co. Galway                | #CES-2129338                                 |      
| Cleaner                                 | Ballinasloe Training for Employment, Ballinasloe, Co. Galway                | #CES-2130783                                 |      
| Maintenance Worker                      | Udaras Na Gaeltachta SFP CDS, Maum East, Maum, Co. Galway                  | #CES-2130727                                 |      
| Environmental Worker                    | COMES Ltd, Oranmore Village, Oranmore, Co. Galway                           | #CES-2130536                                 |      
| Environmental Worker                    | Galway County Council, Oughterard/Moycullen, Co. Galway                     | #CES-2130469                                 |      
| Environmental Worker                    | Moylough Parish Services Ltd., Moylough, Co. Galway                        | #CES-2126090                                 |      
| Youth Worker Assistant                  | Youth Work Ireland (Galway Youth Federation), Ballinasloe, Co. Galway       | #CES-2130216                                 |      
| Office Assistant                        | Údarás na Gaeltachta SFP Ceantar na nOileán, Lettemore, Co. Galway          | #CES-2130402                                 |      
| Cleaner                                 | Údarás na Gaeltachta SFP Ceantar na nOileán, Lettemore, Co. Galway          | #CES-2130401                                 |      
| Office Administrator                    | Irish Wheelchair Association (Galway), Tuam, Co. Galway                     | #CES-2130279                                 |      
| Childcare Assistant                     | Galway City Rural Childcare Scheme, Inverin, Co. Galway                     | #CES-2130262                                 |      
| Childcare Assistant                     | Galway City Rural Childcare Scheme, Lettermore, Co. Galway                  | #CES-2130260                                 |      
| Childcare Assistant                     | Galway City Rural Childcare Scheme, Carraroe, Co. Galway                    | #CES-2130258                                 |      
| Childcare Assistant                     | Galway City Rural Childcare Scheme, Leenane, Co. Galway                     | #CES-2130257                                 |      
| Childcare Assistant                     | Galway City Rural Childcare Scheme, Carna, Co. Galway                       | #CES-2130256                                 |      
| Childcare Assistant                     | Galway City Rural Childcare Scheme, Letterfrack, Co. Galway                 | #CES-2130255                                 |      
| Childcare Assistant                     | Galway City Rural Childcare Scheme, Cortoon, Co. Galway                     | #CES-2130254                                 |      
| Childcare Assistant                     | Galway City Rural Childcare Scheme, Laurencetown, Co. Galway                | #CES-2130253                                 |      
| Childcare Assistant                     | Galway City Rural Childcare Scheme, Mountebellew, Co. Galway                | #CES-2130252                                 |      
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| Childcare Assistant                     | Galway City Rural Childcare Scheme, Glinisk, Co. Galway                     | #CES-2130249                                 |      
| Childcare Assistant                     | Galway City Rural Childcare Scheme, Oughterard, Co. Galway                  | #CES-2130248                                 |      
| Childcare Assistant                     | Galway City Rural Childcare Scheme, Galway City                             | #CES-2130247                                 |      
| Childcare Assistant                     | Galway City Rural Childcare Scheme, Williamstown, Co. Galway                | #CES-2130244                                 |      
| General Maintenance Worker              | Clonberne CE Scheme, Clonberne Community Centre, Ballinasloe, Co. Galway    | #CES-2129767                                 |      
| General Operative/Caretaker             | Moylough Parish Services Ltd., Moylough, Co. Galway                         | #CES-2126088                                 |      
| Office Administrator                    | Moylough Parish Services Ltd., Moylough, Co. Galway                         | #CES-2126091                                 |      
| Youth Worker Assistant                  | Youth Work Ireland (Galway Youth Federation), Gort, Co. Galway              | #CES-2129712                                 |      
| Administrative Assistant                | Loughrea Parish Council CLG, Loughrea, Co. Galway                           | #CES-2129658                                 |      
| Maintenance Worker                      | Ballinasloe Community Resource Ltd., Ballinasloe, Co. Galway                | #CES-2129417                                 |      
| Administrator                           | Chonamara Theas Community Employment, Costelloe, Derrynea, Co. Galway       | #CES-2125545                                 |      
| Environmental Worker                    | Chonamara Theas Community Employment, Costelloe, Derrynea, Co. Galway       | #CES-2125546                                 |      
| Sports Ground Worker                    | St. James Community Employment Scheme, Lakeview, Claregalway, Co. Galway     | #CES-2129425                                 |      
| Caretaker                               | Youth Work Ireland (Galway Youth Federation), Ballinasloe, Co. Galway       | #CES-2129238                                 |      

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Join our Production Team at Zimmer Biomet in Oranmore
This dynamic, fast-paced facility is a global leader in musculoskeletal healthcare, producing artificial hips, knees and joints at Zimmer Biomet in Galway. We want to hear from motivated team players with a track record of delivery. Manufacturing or trade experience an advantage but not essential as full training is provided.

This is an opportunity to develop your career in a leading multinational. For more detail call Emma on 091 452444 or email your CV to Eileen Kelly at ekelly@careerwise.ie. It’s not just what we make, but what we make possible

Pharmacy Sales Assistant
The Medical Hall, Ballygar, Co. Galway, Tel: 090 6624557
Have a vacancy for a Pharmacy Sales Assistant. Previous Pharmacy experience desirable. Good interpersonal & strong communication skills essential. Please forward CV & Cover Letter to Email: medicalhallpharmacy@yahoo.ie.

Galway Betting Shop Staff Required
Requirements:
- A team player
- A Knowledge of Sport
- Flexible Approach to Working Hours
- Previous experience in a similar role.

Apply with CV to: bookmakerstaffwanted@gmail.com.

NCTS Require a VRT Administrator in Galway/Ballinasloe
The National Car Testing Service Limited is currently recruiting for a VRT Administrator in Galway / Ballinasloe Test Centre working a minimum of 2 days a week on a 3 month fixed term contract. This role requires flexibility as you will need to work evenings and weekends. You will be required to travel to surrounding test centres as and when requested. (Full clean driving licence essential).

If you are interested, please send your CV along with a cover letter and a copy of your drivers licence to: HR Dept., National Car Testing Service, 3026 Lake Drive, Citywest Business Campus, Naas Road, Dublin 24 (Please be advised that applications will not be processed without the required documentation).

Closing date for applications is 28th November 2019.
NCTS is an equal opportunities employer.

Pharmacy Sales Assistant Required
Pharmacy Sales Assistant required - Healy's Pharmacy, Society St., Ballinasloe. Previous Pharmacy experience an advantage. Apply in writing with CV to Claire Healy or Email healyspharmacyballinasloe@eircom.net.

Part-Time Deli Assistant
Part-Time Deli Assistant required for Busy Retail Store. Food Handling Experience is essential for this Role and HACCP training would be an advantage.
**Wanted Reliable and Experienced House Cleaner**
Wanted, reliable and experienced house cleaner required for circa 4 hours, two days a week. Preferably mornings from 10am until 2pm, Monday and Fridays for family in Claregalway on full time basis. Duties will include cleaning, ironing and general house keeping. No cooking required. Excellent terms for suitable employee. References essential. Contact 086 1916152 or email galwayjob2019@gmail.com.

**Persons Required**
Persons required for busy convenience store, east side of Galway city. Experience an advantage but not essential as full training will be given, different shifts available. Tel Michael 086 2740911.

**Free Accommodation for Person/Persons**
Free accommodation for person/persons, to run city centre guest house plus wages. Tel Sean 087 9895226.

**Tilers Required**
Tilers required for full time job, work for foreseeable future, good rate of pay. Tel 087 9834560.

**Special Needs Assistants**
Fully qualified substitute SNAs are invited to have their names placed on our substitute panel for possible employment in our school. Please contact Clarinbridge National School at 091 796191 or info@clarinbridgeschool.ie and the secretary will forward the appropriate vetting documentation to you. Many thanks.

**Experienced Tiler Required**
Experienced Tiler required full time, 3 - 5 years experience. Able to work on own initiative Good quality work required. Tel 087 4142882.

**Hiring Professional Staff**
Hiring professional staff for Oranmore restaurant. Waiter/ess, must have relevant experience. Tel 087 7639533 or natasha@armorica.ie.

**Corrandulla Nursing Home**
Corrandulla Nursing Home, Co Galway requires healthcare assistants for care of the older persons, full/part time shift work, friendly, caring outgoing people able to work independently and as part of a team, assisting with ADL's, activities, documentation, etc. (No fixed shifts/days available). Applicants to forward CVs to corrandullanursinghome@gmail.com. All correspondents/ interviews will be arranged via email only.

**Experienced Plasterer/Handyman Required**
Experienced plasterer/handyman required for Galway city and county area. Tel 087 3630143.

**Burrenview Creche Gort**
Burrenview Creche Gort require full and part time staff, competitive wage offered. Email CVs to burrenviewcreche@gmail.com or contact Sharon on 091 630756.

**Reliable Childminder Required**
Reliablechildminder required to mind one year old boy in Knocknacarra. Two flexible days required a week 8.30am to 6.00pm (Monday to Friday), references essential. May suit retired person. Tel 087 0977155.
**Qualified Childcare Practitioner Required**
Qualified, experienced friendly & enthusiastic Childcare Practitioner required Full Time at Roscam Childcare Centre. Minimum Level 5 qualification. Please send CV & cover letter to: info@creche.ie.

**Childminder Needed in Roscam/Renmore**
Looking for a trust worthy and experienced childminder to look after our 10 month old son ideally from our home in Roscam or living in the Roscam / Renmore area starting in January 2020. Approx Hours (to be confirmed): Mon - Thur 7am/8am - 3.45pm and Friday 7/8am - 1.15pm
Duties:
- Attending playgroups / activities from time to time with our son
- Preparing meals and snacks
- Tidying and cleaning his play areas

Experience required:
- 2 years relevant experience with children with references
- Certified in Childcare First Aid
- Genuine interest in assisting with our son's development
- Additional Childcare qualifications would be beneficial

If interested, please email sharonwhyte124@hotmail.com to begin further communications.

**RGN**
RGN required for Part time Hours Days or Nights, small Nursing Home Salthill. Please reply with CV to davidsnursinghome@hotmail.com or call 0876812559 for more info.

**RGN Nurse**
RGN Nurse required for 36 hours, 2 x Nights and 1 Day, Small nursing home Salthill. Please reply with CV to davidsnursinghome@hotmail.com or call 0876812559 for more info.

**Care Assistant**
Care assistant required St Davids Nursing Home Salthill. Part time hours or full time available. Fetac level 5 required. Please forward CV to davidsnursinghome@hotmail.com or call 0876812559 for more info.

**Chidminder Required**
Reliable Child minder required to mind 3 children (3yrs,5yrs,7yrs) 2 to 3 days per week. Preferably in children's own home. Own transport required for school pick ups in Renmore area. Please contact Stephanie 0879054551.

**The Foods of Athenry**
The Foods of Athenry have a position available for part time cleaner, evenings and weekends. All applicants must have a car due to rural location. Apply in writing to quality@foodsofathenry.ie.

**Part Time Kitchen Asst. & Cook**
Rushmore Nsg Home Knockncarra looking for a person with a flair for cooking to cover part-time kitchen asst. and cooking duties. Forward your CV to rushmorenursinghome@eircom.com or ring 091523257 for more info.
Applicants interested in any of the following positions should apply via [www.jobs.ie](http://www.jobs.ie)

**Administration**

**Receptionist** – Supermac's, Ballybrit Business Park, Galway City  
Permanent Full Time  
Supermac's currently require a Receptionist for their head office based in Ballybrit Business Park, Galway.  
The Receptionist is responsible for a busy switchboard operation and providing a high level of support on a daily basis. The aim of the Receptionist is to ensure friendly and efficient customer service and to create a warm and welcoming atmosphere for all of our guests, with the key aim of retaining and attracting new customers.

**Responsibilities:**

- Deals with all duties in a professional efficient and confident manner.
- Deals with all incoming calls for the Head Office personnel promptly and in a friendly and professional manner.
- To ensure that all relevant telephone messages and emails are passed on to the relevant Head Office personnel in a timely manner.
- Organising the meeting rooms, liaising with relevant personnel as necessary in a friendly and efficient manner.
- General office administration duties to include – typing, photocopying, faxing, Filing
- Ensures appearance and manner is of a professional standard at all times.
- Ensures excellent attention to detail and the ability to multitask and prioritise.
- Other ad hoc duties as and when required.

**The Ideal Candidate:**

- Minimum 1 years experience in a similar busy receptionist role is essential
- Strong MS Office skills including Outlook, Word, Excel and Powerpoint;
- Strong secretarial, organisational and administrative skills are essential
- Sound judgement and discretion are essential
- Accuracy and attention to detail are very important
- Excellent interpersonal and communication skills are essential for this role
- Willingness to work as part of a team and take on other tasks as may be assigned
- Ability to manage multiple tasks and priorities
- Assertiveness and self-motivation are required characteristics.

Please note this is an entry level position and training will be provided.

**NATURE OF THE JOB:**

- Learning the business, getting involved.
- Getting to know both internal and external contacts, filtering calls, re-directing where possible to the most appropriate person.

**TO APPLY:**
Please submit an up-to-date CV along with a brief cover note through this website. Alternatively you may post your application to Shirley Kelly, HR Department, Supermac's Head Office, Ballybrit Business Park, Ballybrit, Galway

Supermac's is an equal opportunities employer.

Closing Date is Friday 15th November 2019. Please note this vacancy may close at any time once sufficient applications have been received. Early submission of your application is therefore encouraged.

**Hospitality/Catering**

**Accommodation Assistant** – Glenlo Abbey Hotel, Bushypark, Co. Galway
Permanent Part Time
Glenlo Abbey are looking for an Accommodation Assistant and Public areas cleaner
Main purpose of the positions is to provide an efficient cleaning and hygiene service to the premises – bedrooms, bathrooms, corridors, public areas, toilets – thus presenting a clean and fresh environment to approved Company standards for the comfort of our customers.
Part time positions with 20 - 36 hours per week

**Waiter / Waitress** – Claregalway Hotel, Claregalway, Co. Galway
Permanent | Full Time
If you love making customers feel special and want to be a part of a great team that is passionate about hospitality, this opportunity to join us is perfect. As a Waiter / Waitress you will be a passionate foodie who loves going the extra mile to make sure our guests have an amazing dining experience and leave wanting to come back again and again.

The perks of working as a Waiter / Waitress with The Claregalway Hotel / Bia&Co.
- 29 days of holiday including public holidays
- Free meals on duty as well as breakfast to get you started and all day tea and coffee for the caffeine lovers
- Discounted hotel rooms in the UK & Ireland for you, your family and friends
- Great location with easy access to public transport
- In-house training team dedicated to your personal development
- Staff summer parties, Christmas parties and regular team get together
- Plus more ...

We look forward to welcoming you to the team and see your grow!

**Bar Person** – Keogh’s, Ballyconneely, Co. Galway
Contract Full Time
Keogh’s is in the heart of the village of Ballyconneely. It is a family run business based on the personal touch. Incorporating Keogh’s Bar & Restaurant, MACE Supermarket with Off Licence, Filling Station and Hardware & Agricultural Supplies next door. Experienced Bar Person required to join our friendly team.

The ideal Candidate:
- Must have fluent English
- Must have 2 years experience in bar work
- Meals and accommodation provided for if necessary
• Food running experience desirable
• Heavy lifting will be required at times.
• Must be well presented at all times in work hours

We can offer Accommodation if needed.

Hotel Front Office Receptionist – The Huntsman Inn, Galway City
Permanent Part Time
A busy small boutique hotel in Galway city is looking for a receptionist with at least 3 years experience in the Hotel industry for a 6 month contract to cover maternity leave.

Responsibilities include:
• Welcome and check in/check-out guests in a warm and friendly manner
• Deal with requests, queries and suggestions quickly and efficiently
• Consistent customer care
• Booking reservations
• Daily reports
• Proficient in social media and marketing
• Proficient in Word and Excel
• Updating and maintaining databases

Ideal candidate must have:
• Previous experience in a similar role
• Excellent personal presentation
• A passion for delivering exceptional levels of guest service
• Previous experience of working as a team and the initiative to work on their own
• Good administrative and PC skills

Night Porter Part time OR Full time Position – Oranmore Lodge Hotel Conference & Leisure Centre, Oranmore, Co. Galway
12 Euro per hr | Permanent Part Time
This job can be to cover relief for Night Manager 2/3 nights per week as night porter OR can form part of a full time position with optional additional work as 1.day Porter, 2.experienced bar person or 3.maintenance & painting 2 days per week.
• to report for duty as per your roster and in the correct uniform, paying attention to personal hygiene and tidiness as per the company dress code policy
• to liaise with the manager on duty / receptionist for a “passover” of duties for the night shift
• be friendly and courteous to the guests of the hotel and offer assistance with luggage when required to do so
• become fully au fais with the guest register and events happening in the hotel
• check in late arrivals / check out early departures in line with hotel procedures
• be fully aware and adhere to all company accounting policies and procedures and in relation to guest bills
• set wake up calls, reserve taxis in line with hotel procedures
• ensure that guest messages are given to guests correctly and promptly
• ensure that guest requests / messages are recorded and passed on to the early shift before finishing the shift
• provide service in the bar when requested to do so
• to be fully au fais with the opening / closing hours of the bar
• to adhere strictly to the company policy that only guests staying in the hotel can avail of drinks after closing hours
be familiar with and promote hotel facilities and be familiar with local attractions and issue directions to guests when requested to do so
• tour all areas of the hotel on a regular basis and report irregularities / problems / potential hazards / incidents to the manager on duty and record same in the night porters diary
• ensure that all access points to the hotel and leisure centre are secure as per the attached list
• monitor the CCTV on a regular basis throughout the night
• be fully au fais with the company fire, emergency, health and safety procedures
• be fully au fais with medical emergency numbers
• be fully au fais with the company procedure in relation to the management contact telephone numbers when you require assistance
• attend meetings and training sessions when requested to do so
• set up conference rooms as per the company policy
• carry out cleaning duties as per the list for the night Passover and ensure that all safety procedures are adhered to in this regard
• set up for breakfast
• ensure that all tasks are completed on each shift and that full and thorough “passover” takes place at the end of each shift
• any other reasonable tasks assigned by management from time to time

Job description for full time position additional duties can be discussed at interview stage.

**Hotel Accommodation Assistant - Part-time** – Park House Hotel, Galway City
€11.40 per hour | Permanent Part Time
The Park House Hotel Galway City are now seeking applications for the following position: Hotel Accommodation Assistant
The role: Maintaining the cleanliness of Bedrooms and Public Areas.

The responsibilities include:
- Cleaning Guest Bedrooms
- Cleaning Public Areas
- Other duties within the accommodation department as required.

The Person: The ideal candidate will have at least 1 year previous experience as an Accommodation Assistant in a 4 Star Standard Hotel
Previous experience in a 4* Hotel and fluent English is required.

**Bar & Waiting Staff** – Maggie May’s, Loughrea, Co. Galway
Permanent Full Time
We are looking for full-time energetic and enthusiastic people to join our team.

Ideal Candidates
- Outstanding organisational, time management, and interpersonal skills
- Work well independently and in a team environment with minimum supervision
- Outgoing personality with a warm, friendly smile
- Basic Waiting or Bar serving experience is essential.

Permanent position with full time hours.

**Kitchen Porter** – Park House Hotel, Galway City
Contract Full Time
We are currently recruiting for a kitchen porter to join our team at the Park House Hotel. The ideal candidate will have previous experience in a similar role and will have great attention to detail and the ability to work in a fast paced environment.

**Porter – Glenlo Abbey Hotel, Bushypark. Co. Galway**
Permanent Part Time
We are currently looking for a Porter (flexibility required as hours may be rostered across any 7 days of the week)

**Main Duties and Responsibilities**
- Have a good general knowledge of the Hotel, the Company History and guest services available.
- Cleaning and dusting of all public areas including toilets.
- Servicing and set up of meeting / function rooms to the required standards as instructed.
- Assist meeting / function organiser(s) where required.
- General cleaning of hotel exterior.
- All traffic stopping in front of the hotel to be monitored and no parking to be allowed in the set down area.
- Providing valet parking service to customers as required.
- Driving Hotel Courtesy Vehicle to transport guests and to run errands for the hotel as required (subject to Driving Licence & Insurance requirements).
- Assist Receptionists with welcoming and guest check-in.
- Assisting guests with luggage when required.
- Respect the privacy and property of our Guests at all times.
- Liaise with reception and accommodation, especially in regards to delivering anything to guest’s rooms (room service etc...).
- Assist with the clearing of any unwanted items from all front of house areas including rubbish, glasses, cups, plates, cutlery etc...
- Flowers and plants in front of house areas are watered as required.
- To maintain fires and clean fireplaces at required times.
- Carry out daily check of light bulbs and replacement as required.

**Catering Assistants – Dolans, Supermac’s, Creagh Road, Ballinasloe, Co. Galway**
Permanent Full Time
Supermac's currently require Full-time Catering Assistants for Dolans Service Station, Creagh Road, Ballinasloe, Co Galway.

Catering Assistants provide ongoing support to the Management Team to ensure our customers receive the best quality, service and cleanliness each time they visit the branch.
We are a 7 day operation, open 24 hours in retail, and until midnight in Supermacs. As a result we offer morning/evening/night shifts.
The successful candidates will have a good outgoing personality, who enjoy dealing with the public. The role may suit someone wishing to return to work or as a stepping stone to a career in the catering business.

**TO APPLY:** Please submit an up-to-date CV through this website or alternatively you may drop your CV in to the Manager Dolans Service Station, Creagh Road, Ballinasloe, Co. Galway.

Supermac's is an equal opportunities employer.
Applicants interested in any of the following positions should apply via [ie.indeed.com](http://ie.indeed.com)

**Retail/ Sales**

**Sales Assistant** – Born, Loughrea, Co. Galway  
Part-time, Permanent  
Born Loughrea is looking for an experienced Fully Flexible Sales Assistant to join their team.

**Sales and customer service:**
- Greet our customers and approach them by offering help and suggestions.
- Serve our customers in a polite way in all areas; find sizes and the right style.
- Be always interested, attentive and honest towards our customers.
- Offer extra sales to increase the basket size and the turnover.
- Present yourself in the best possible way by wearing Born Clothing clothes and having a smile on your face at all times.
- Keep updated on trends, fashion and products as well as in-store assortment, stock situation and top/bottom sellers.
- Give feedback to your Manager about customer needs, wishes and desired styles.
- Handle complaints and returns friendly, helpfully and professionally.
- Keep updated on complaint and exchange rules and customer rights.
- Fill-up the sales floor (tables, racks, shelves) by taking care of balance of sizes and products/styles.
- Follow the merchandising guidelines and keep updated on it at all times.
- Give feedback on customer flow and high/low frequented furniture and the products that are sold there.
- Ensure that your shop always looks the best by taking care of cleanliness in all areas, atmosphere and replenishment.
- Feel jointly responsible for turning on the music and TV-screens.

**Personality and attitude:**
- Keep updated on Born Clothing’s history, set-up, Code of Conduct etc.
- Support events and campaigns as well as daily routines with purpose and enthusiasm.
- Be open-minded towards challenges, working hours and extra tasks.
- Be interested in our figures and results and contribute to reach our targets.

**Shop operations and any other business:**
- Attend staff meetings and training.
- Walk attentively through the shop and take action at all times, i.e. when you see garments/waste on the floor, messy/empty tables or racks and customers that need help.
- Treat all fixtures and fittings with care and keep all shop areas clean and in order.
- Attend the stock takes by following the local instructions.
- Have an insight in our daily results in turnover, basket size, hit rate, gross margin etc.
- Be informed about the yearly marketing plan and current events and campaigns.
- Execute security and safety procedures.

**Customer Service/Telesales** – Western Hygiene, Tuam, Co. Galway  
Full-time, Permanent
We are looking for an enthusiastic conscientious Customer Service Telesales Representative to join our Sales Team to support our customers and contribute in generating sales for our company.

Responsibilities Include:
- Contacting potential or existing customers to inform them about new products and services
- Take and process orders in an accurate manner
- Generate sales leads, sell products and services, inform customer of deals and promotions
- Answering questions about products or the company
- Asking questions to understand customer requirements and close sales
- Collaborate with Field Sales on sales prospects and to facilitate future sales.
- Completing Customer Net Promoter Score surveys.

Personal Requirements:
- Maintaining a positive, empathetic and professional attitude toward customers at all times.
- Excellent organisation, communication and interpersonal skills
- Ability to learn about products and services and describe/explain them to customers
- Excellent negotiation skills with the ability to resolve issues and address complaints
- Conscientious, highly motivated and cool tempered.
- Comfortable using computers, familiar with CRM systems and practices and processes.
- Ability to manage large amounts of incoming and outgoing calls and emails

Benefits:
- On-site parking
- Bonus scheme

Experience: customer service 1 year (Required)
Education: Leaving Certificate (Preferred)

Job Duties:
- Answer incoming customer inquiries
- Stay up-to-date on new products, services, and policies
- Collect and report customer feedback to ensure that best practice is recognised and maintained
- Engage with customers in a friendly and professional manner while actively listening to their concerns
- Offer support and solutions to customers in accordance with the company's customer service policies
- Other duties as requested

Childcare/Eldercare/Healthcare

Play school Teacher – Fairyhouse Creche, Droichead an Chláirín, Co. Galway
Full-time, Permanent
At Fairyhouse Creche, Clarinbridge, we are seeking Full-time Childcare Practitioners. We are recruiting for our Preschool room. Full-time positions - 40 hrs p/w. It is essential that you hold a childcare qualification.

Childcare Worker – The Den Creche, Barna, Co. Galway
The Den creche Barna, has vacancies for a childcare worker with a minimum qualification of Fetac Level 5. The successful candidate will possess a genuine interest in caring for children, is kind, considerate, enthusiastic and fluent in English.
Job Type: Full-time

**Hospitality/Catering**

**Food & Beverage Assistant** – Shearwater Hotel & Spa, Ballinasloe, Co. Galway
Part-time, Permanent
We at the Shearwater Hotel in Ballinasloe are looking for flexible enthusiastic and energetic F&B Assistants to join our dynamic and friendly team. Monday to Friday Part time and full-time hours available. Excellent working conditions with a variety of shifts available
The ideal candidate has 1+ years’ experience in a similar role. Experience in banqueting and weddings is highly desirable.

Benefits
- Free Parking
- Daily Lunch provided
- Discount rates at Comer Group Hotels
- Discounted rates at Comer Group Ireland managed Spa & Leisure Facilities
- Discounted rates at Comer Group Ireland Restaurants

If you want the opportunity to join a fun, hardworking team and to grow your career within a progressive and expanding company then apply now!

Due to the large number of applications for this role only successful candidates will be contacted

**Kitchen Assistant** – Mystical Rose Nursing Home, Claregalway, Co. Galway
Full-time, Temporary, Contract
Kitchen Assistant required for 6 month maternity contract. Previous experience preferable. 30-35 hours per week.

**Kitchen Porter** – Menlo Park Hotel, Galway City
Full-time, Permanent
The Menlo Park hotel has a vacancy for a full time kitchen porter to join our team.

Job description
- Supply clean, sanitary dishes and pots on time, ensuring a clean sanitary kitchen, backyard and back Corridor.
- Wash all crockery and utensils used in the kitchen; dishes, silverware, and glassware by operating dishwasher or by hand as needed.
- To wash pots and pans and returns them to proper place after they are cleaned
- Assists in the breakdown of banquet functions and washes dishes from functions
- Sweeps and mops the entire kitchen and washes all clearing counters and shelves
- Monitors rubbish levels in all bins and removes to the bin area in the backyard when required; breakdown cardboard in a safe manner ensuring area is kept clean and tidy.
- Ensure that all cleaning schedules are updated and signed on a daily basis
- Daily clean of kitchen areas with a deep clean of kitchen equipment when requested
- Keep stores and refrigeration areas clean neat and tidy
- Provide support with deliveries
• Carry out other duties as may reasonably be required from time to time.
• Assist the chefs with cooking, including portioning, chopping, and storing food before use; will ensure compliance with food safety handling policies and procedures, including personal hygiene procedures.
• To perform storage/movement of all food stocks.
• To ensure minimum kitchen wastage and FIFO always used (first in first out), stock is controlled and rotated. Accept and store deliveries when necessary
• To perform all tasks in a timely manner

Good level of written and spoken English is required and applicants must be legally entitled to work in Ireland.

Experience: Hospitality 1 year (Preferred)

**Part-time Barista** – Costa Coffee, Oranmore, Co. Galway
Part-time Contract
Costa Coffee requires Part-time Team Member for our store in Oranmore. At Costa Coffee we are as passionate about our people as we are our great coffee! Being a part of our team gives you the chance to learn new skills in coffee excellence whilst letting your personality shine through. As a Costa Barista you receive full training in delivering every customer with an unbeatable coffee experience, through great customer service and great coffee.

Are you:
• Passionate?
• Hardworking?
• Flexible?
• Customer focused?
• Have a desire to learn new skills?
• Love working as part of a team?
• Enthusiastic?
• An experienced leader?
• Passionate about coffee?

Experience essential. Please send CV and cover letter.
Job Types: Part-time, Contract

Experience:
• Cafe environment: 1 year (Preferred)
• HACCP: 1 year (Preferred)
• Food safety regulations: 1 year (Preferred)

**Deli/ Chargehand** – Costcutter Ireland, Cinn Mhara, Co. Galway
Costcutter Kinvara are seeking a full time Deli Charge-hand to join their team. Reporting to the Store Manager, you will be responsible for operating the Deli on a day to day basis to meet Costcutter Store customer expectations, which includes ensuring our customer receives the highest level of range, hygiene, value and quality of Deli Products.

Key Accountabilities;
• Responsible for the running of our fresh department to include cold, hot counter fresh produce.
• Ensure Deli promotions and offers are up to date to maximise weekly sales
• Monitor & maintain stock levels to ensure there is consistent offering and keeping waste levels to a minimum.
• Deal with queries & complaints from customers
• Assist store manager with training new staff
• Ensure a high standards of signage, general housekeeping and hygiene, health & safety and security is maintained by complying with all Health & Safety Regulations
• Adhere to all company rules, policies and procedures at all times.
• Attend training as required.
• Ensure store standards are the best at all times
• Carry out any other duties as requested by management / supervisors from time to time.

Experience/ Qualifications
• 1 to 2 years previous Deli experience is essential
• Must have an excellent working knowledge of Hygiene regulations; HACCP qualification a distinct advantage
• Advanced knowledge of retail operations, practices and procedures
• A friendly and confident personality.
• Excellent customer service skills
• Ability to work as part of a team.
• Candidates must be flexible in their availability on working hours

Costcutter are an equal opportunities employer

**Construction/Trades**

**Panel Beater/Spray Painter** – Reddilift Limited, Tuam, Co. Galway
Full-time
Reddilift Forklift Services is located in Tuam, Co.Galway - We are a authorised Toyota Forklift Dealer established over 15 years ago. We provide forklift repairs and overhaul services in our workshop and we now require a commercial spray painter / Panel beater to join our friendly team.

Duties will include:
• Repairs
• Painting
• Stripping and fitting
• Prepping and priming
• Visually inspecting
• Some mechanical duties

Core Skills
• Strong organisational skills
• A proactive team player who can also work on own initiative
• Excellent attention to detail
• Previous experience in a similar role desirable.

**General Operatives**

**General Operative** – Connaught Timber Products, Loughrea, Co. Galway
Temporary
General operative required for busy woodworking manufacturing company. Previous woodworking experience an advantage but not necessary as training will be provided. Temporary 3 month position but may lead to full time.

**Miscellaneous**

**Food Production Worker** – Droichead an Chláirín, Co. Galway
Full-time, Permanent | €10.50 an hour
Working as part of a team in a fast paced environment, this position involves preparing each of our dishes to Clean cut meals specifications and standards.

Key responsibilities and accountabilities:
- To undertake cleaning duties as required and as directed by the back of house management
- To store away food deliveries, ensure food is correctly labelled and correct rotation of date codes and maintaining ‘first in first out’ principles
- To comply with all Clean cut meals policies and procedures
- To comply with Clean cut meals food hygiene and health and safety standards
- To work towards high scores in all back of house inspections and food audits
- To ensure all duties are completed within timeframes
- To maintain the Clean cut meals ethos and style
- To cook and serve food correctly prepared to agreed Clean cut meals recipes and specification

Key attributes:
- Works well under pressure
- The ability to work in a team environment
- The ability to work in a quick and efficient manner at pace
- Good attention to detail and takes a pride in his/her work
- High standard of personal appearance and hygiene
- Punctual and reliable

Knowledge/ skills required
- Good sound knowledge of food preparation, knife techniques and basic food hygiene
- Previous experience within busy kitchen environment
- Experience of working in high volume branded kitchen environment

Experience: Kitchen 1 year (Required)
Location: Droichead an Chláirín, County Galway (Preferred)
Licence: Car licence (Required)

**Cleaner (part-time)** – AF West Clean Ltd., Headford, Co. Galway
Part-time Permanent
Immediate start working Tuesday and Thursday every week. Be able to work on own initiative and as part of a team. Maintain standard set. Fluent English. Safe Pass.
Experience: housekeeping 1 year (Preferred)

**Pharmacy Technician** – Hayes & Hayes Totalhealth Pharmacy, Portumna, Co. Galway
We are seeking a patient-centred, enthusiastic and dynamic pharmacy technician who enjoys working in an organised pharmacy with a dedicated team of pharmacists and technicians. An immediate start is available. No bank holidays, Sundays or late nights are required. Experience
desirable but not essential for this position. Remuneration is dependant on experience. To find out more, please email your application and CV to: noellelynskey@totalhealth.ie.

**Hospital Cleaner** – Noonan, Ballinasloe, Co. Galway
Full-time, Part-time, Permanent | €10.80 an hour
NOONAN is seeking to hire Cleaning Operatives for a prestigious client. This is a position that will suit an organised individual with exceptional cleaning standards. The main purpose of the role for the Cleaning Operative is to ensure that their allocated area is cleaned to the required specification whilst adhering to defined procedures and health and safety regulations.

Location: Ballinasloe
Hours of work: Part and full time cleaning roles. Need to be flexible

Responsibilities:
- Ensure all areas of your schedule are completed as required
- Ensure that their allocated area is cleaned / sanitised to the required specification whilst adhering to defined procedures and health and safety regulations.
- Ensure all checklists are signed off as required
- Carry out any reasonable work instruction to the standard required
- To carry out regular and thorough treatments/inspections so as to maintain such conditions.

Requirements:
- Must have cleaning experience
- Good oral and written English

Licence: Visa enabling you to work in Ireland (Required)
Language: good written and spoken English (Required)

**Office Cleaner (part-time)** – Parkmore East Business Park, Co. Galway
Part-time | €500.00 /month
Office cleaner for immediate start required for our client in parkmore east business park. Experience preferable but not necessary as training provided but a can do attitude and attention to detail are required. Hours of work are Monday only shift 7am to 9am earlier time negotiable. Also for same person 2pm to 3pm Monday to Friday. Cover work for evening shift will also be available hours for this shift are Monday to Friday 5pm to 8pm. Immediate start. Salary can be discussed.

**Office Cleaner** – Parkmore, Co. Galway
Part-time | €400.00 /month
Office cleaner required for facilities company in the parkmore area of Galway. Experience preferable but not necessary. Flexibility would be required. The hours available are Monday 7 to 9am Monday only. Monday to Friday 2pm to 3pm. Also opportunities for more hours to work in evening shift on cover work between the hours of 5pm to 8pm. Nice clean environment to work were opportunities to self supervise are encouraged. Immediate interview and start for right candidate. Salary negotiable depending on experience and availability.

**Cleaning Operative** – Five Star Facility Services, Renmore, Co. Galway
Part-time Permanent | €10.80 an hour
Basic Cleaning Duties. 9 Hours per week Mon, Wed and Fri 3 Hours each day. Cleaning Time Between 9am to 12.00 noon. We will have to have applicants Garda Vetted.
Reference ID: Galway
Experience: cleaning 2 years (Required)
Language: English (Preferred)

**Creche Cleaner** – The Den Creche, Barna, Co. Galway
Part-time Temporary
Suitable candidate will be available to work from 5 -7pm Monday to Friday.
Joyce Country & Western Lakes Geopark: Tourism Development Officer

Tourism Development Officer

To lead tourism development in Joyce Country & Western Lakes Geopark Project in County Mayo & County Galway.
The position is of interest to applicants who have a working ability in Irish and English and experience in tourism development.

Contract period: 3 years, with possible extension.
Project office: Tourmakeady, Co Mayo (some remote working possible)
Salary: €30,000 p.a.
Deadline for application: 5pm 29th November, 2019

Full job description and application details attached.

Queries to: agdsgeoenterprise@gmail.com.

Region: Co Mayo & Co Galway
Expiry date: 29/11/19
Date Entered/Updated: 21/11/19
Mayo Centre for Independent Living: Administrator Self Care to Wellness Programme (Part-Time) x 3

Job Vacancies

Position: Administrator Self Care to Wellness Programme (x3 posts)
0.5 WTE Mayo; 0.5 WTE Roscommon; 0.5 WTE Galway

The Self Care to Wellness Programme is a six week programme designed to help adults live well with a long-term health condition(s). This community-based programme is a joint initiative between Mayo Centre for Independent Living and the HSE.

Contract: 18.5 hrs (0.5 WTE)
Duration: 1 Year Contract
Remuneration: Equivalent to Grade 4 of the Health Sector Consolidated Salary Scales

Essential Criteria:
- Relevant work experience in programme administration and/or service within a health/social care or community/voluntary sector.
- Experience of group facilitation.
- Ability to work on own initiative.
- Excellent communication and interpersonal skills.
- Working knowledge of Microsoft Office and IT Skills.
- Access to own transport is necessary as travel will be required as part of this role.

Desirable additional requirements include:
- A relevant 3rd level qualification in the area of health/social care/related field.
- Experience of working in partnership with and across agencies.
- Presentation skills.
- An understanding of the concepts of self-management and self-management support.

To apply for this post you will need to complete a job application which can be requested by email from hr@mayocil.ie. You will receive a detailed job specification with your application form.

Closing date: Wednesday 4th December 2019 at 5pm
Interviews will be held on Tuesday 17th and Wednesday 18th December 2019

Region: Mayo, Roscommon & Galway
Expiry date: 04/12/19
Date Entered/Updated: 21/11/19
S.A.L.I. Childcare Service: Early Years (Room Assistant) and Afterschool Practitioner
(Mercy Primary School, St Francis Street, Galway)

Seeks the following to join their dynamic team:

1 Full Time Early Years (Room Assistant) and Afterschool Practitioner (Fixed Term Contract)

- Early Years Care and Education Qualification (MINIMUM QQI LEVEL 5) and 1-2 years’+ experience is essential.
- Ability to follow a play based emergent curriculum is also essential.
- Must have practical working knowledge of Aistear and Siolta.
- Ability to maintain a high standard of quality and compliance with the Child Care Act 1991 (Early Years and School Age Child Care Services) Regulations 2016.

For further information and a full job description email manager@salichildcare.com

Please apply by forwarding your curriculum vitae with a cover letter to: manager@salichildcare.com
Closing date for receipt of applications is: 5pm on Thursday 21st November 2019

S.A.L.I. Childcare Service Ltd is an Equal Opportunities Employer

Region: Galway
Expiry date: 21/11/19
Date Entered/Updated: 15/11/19
Free
Weekly Jobs Bulletin

Jobs & Useful Contacts
Prepared by Felicity Hannon on behalf of the Social Inclusion & Community Activation Programme

The Jobs Bulletin is also available on www.grd.ie

Galway Rural Development Co., Mellows Campus, Athenry   Tel: 091 844335

PART 2 – NEWSPAPER JOB ADVERTS

“The Social Inclusion and Community Activation Programme (SICAP) 2018-2022 is funded by the Irish Government through the Department of Rural and Community Development and co-funded by the European Social Fund under the Programme for Employability, Inclusion and Learning (PEIL) 2014-2020”
How to apply for a job that you see in the Jobs Bulletin

The Jobs Bulletin contains jobs that come from different on-line and printed job adverts. GRD puts in the information on how to apply for jobs on the pages of the different job sites. You can read the Jobs Bulletin from our website, on your computer or smartphone and many people have given us their email so they can get the Jobs Bulletin sent to them.

For a lot of the jobs you need to apply on-line following the system set up by the particular job search site.

It’s a good idea to have your CV prepared and ready to send as an attachment.

If you would like help and advice on how to apply for a particular jobs or to get your CV updated and in the right format then you can ask one of our Employment Officers to help you. GRD has staff based around the county and there is a contact list on the next page.

You can call us or send an email to info@grd.ie or contact the Employment Officer in a town nearest to you.
<table>
<thead>
<tr>
<th>STAFF MEMBER</th>
<th>BASE</th>
<th>OUTREACH</th>
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<tbody>
<tr>
<td>James Applegate</td>
<td>Athenry</td>
<td>Galway County</td>
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<tr>
<td>Youth Development Officer</td>
<td>GRD, Mellows Campus, Athenry, Co. Galway</td>
<td>091 844335 / 087 1684508 / <a href="mailto:japplegate@grd.ie">japplegate@grd.ie</a></td>
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<tr>
<td>Michael Burke</td>
<td>Athenry</td>
<td>North Galway</td>
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<tr>
<td>Back to Work Enterprise Officer</td>
<td>GRD, Mellows Campus, Athenry, Co. Galway</td>
<td>091 844335 / <a href="mailto:mburke@grd.ie">mburke@grd.ie</a></td>
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<tr>
<td>Anne Cassidy</td>
<td>Athenry</td>
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<tr>
<td>Rural Resource Officer</td>
<td>GRD, Mellows Campus, Athenry, Co. Galway</td>
<td>091 844335 / 087 7685711 / <a href="mailto:acassidy@grd.ie">acassidy@grd.ie</a></td>
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<tr>
<td>Elaine Quinn</td>
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<td>Education Officer</td>
<td>GRD, Mellows Campus, Athenry, Co. Galway</td>
<td>091 844335 / 087 7404655 / <a href="mailto:equinn@grd.ie">equinn@grd.ie</a></td>
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<td>Freeda Garman</td>
<td>Athenry</td>
<td>Galway County</td>
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<td>Adult Education &amp; Employment Officer</td>
<td>GRD, Mellows Campus, Athenry, Co. Galway</td>
<td>091 844335 / 087 0606929 / <a href="mailto:fgarman@grd.ie">fgarman@grd.ie</a></td>
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<tr>
<td>Patricia Kelly</td>
<td>Athenry</td>
<td>Oranmore</td>
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<td>Social Enterprise &amp; Employment Officer</td>
<td>GRD, Mellows Campus, Athenry, Co. Galway</td>
<td>091 844335 / 087 9131379 / <a href="mailto:patriciakelly@grd.ie">patriciakelly@grd.ie</a></td>
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<tr>
<td>Martin Macdonald</td>
<td>Athenry</td>
<td>Galway County</td>
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<tr>
<td>Employer Liaison Officer</td>
<td>GRD, Mellows Campus, Athenry, Co. Galway</td>
<td>091 844335 / 087 0573643 / <a href="mailto:mmacdonald@grd.ie">mmacdonald@grd.ie</a></td>
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<tr>
<td>Marie Finnerty</td>
<td>Ballinasloe</td>
<td>Ballygar</td>
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<tr>
<td>Employment Officer</td>
<td>GRD, Dunlo Street, Ballinasloe, Co. Galway</td>
<td>09096 45111 / 087 1870689 / <a href="mailto:mfinnerty@grd.ie">mfinnerty@grd.ie</a></td>
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<tr>
<td>Martin Ward</td>
<td>Ballinasloe</td>
<td>East Galway</td>
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<tr>
<td>Community Development Officer</td>
<td>GRD, Dunlo Street, Ballinasloe, Co. Galway</td>
<td>09096 45111 / 087 6808263 / <a href="mailto:mward@grd.ie">mward@grd.ie</a></td>
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<tr>
<td>Clara Cashman</td>
<td>Loughrea</td>
<td>Portumna</td>
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<td>Adult Education &amp; Employment Officer</td>
<td>GRD, Barrack St., Loughrea, Co. Galway</td>
<td>091 847611 / 087 2430839 / <a href="mailto:ccashman@grd.ie">ccashman@grd.ie</a></td>
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<tr>
<td>Nóraí Ní Cheannabháin</td>
<td>Rosmuc</td>
<td>Clifden/Tullycross</td>
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<tr>
<td>Riarthóir Oifige / Oifigeach Fiontair &amp; Fostaíochta. Office Administrator/ Enterprise &amp; Employment Officer</td>
<td>Ionaí Fiontair, Rosmuc, Co. na Gaillmhe</td>
<td>An Cheathrú Rua Leitir Moir/Carna Corr na Mona</td>
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<tr>
<td>Deirdre Nic Dhonncha</td>
<td>Rosmuc</td>
<td>Conamara</td>
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<td>Oifigeach Fiontair &amp; Fostaíocht/ Enterprise &amp; Employment Officer</td>
<td>Ionaí Fiontair, Rosmuc, Co. na Gaillimhe</td>
<td>091 574858 / 087 9695937 / <a href="mailto:dnicdhonncha@grd.ie">dnicdhonncha@grd.ie</a></td>
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| Gearóid O Fátharta                              | Rosmuc                                    | Oughterard/Moycullen /  
| Oifigeach Forbartha/ Development Officer         | Ionaí Fiontair, Rosmuc, Co. na Gaillimhe | Furbo/Inverin /  
|                                                 | 091 574858 / 087 1835841 / gofatharta@grd.ie | Offshore Islands |
| Micheál Mac Donnchadhá                           | Rosmuc                                    | Headford /Dunmore / Glenamaddy |
| Oifigeach Fostaíocht/ Employment Officer         | Ionaí Fiontair, Rosmuc, Co. na Gaillimhe  | 091 574858 / 087 1946890 / mmacdonnchadhá@grd.ie |
| Melinda Coen-Ryan                                | Tuam                                      | Gort            |
| Community Development Officer                    | GRD, Lower Dublin Road, Tuam, Co. Galway  | 093 26211 / 087 3515832 / mcoenryan@grd.ie |
| Mairéad Carney                                   | Tuam                                      | Galway County   |
| Development Worker                               | GRD, Lower Dublin Road, Tuam, Co. Galway  | 093 26211 / 087 2942943 / mcarney@grd.ie |
| Deirdre Maloney                                  | Tuam                                      | Headford /Dunmore / Glenamaddy |
| Employment Officer                               | GRD, Lower Dublin Road, Tuam, Co. Galway  | 093 26211 /087 7035656 / dmaloney@grd.ie |
| Donna Gleeson Ryan                               | Tuam                                      | East Galway     |
| Training and Development Officer                 | GRD, Lower Dublin Road, Tuam, Co. Galway  | 093 26211 087 2578192 dgleeson@grd.ie |
Childcare

CHILDCARE MANAGER.
CORTOON Community
Childcare Facility

Job Description
The childcare manager has overall operational responsibility for the delivery of a high quality childcare service ensuring excellent care and supervision of all children.
Managing and motivating a team of qualified childcare practitioners. Provide an appropriate environment for the planning, implementation and review of programmes for the physical, emotional and cognitive development of the children. Ensure the facility compliant with Health and Safety regulations.
Manage a budget and maintain accounts. Attend upskilling, training and information events as required. The Childcare manager will meet regularly with the Management Committee and prepare necessary reports.
The successful candidate must have minimum FETAC Level 6 in Childcare desirable.
Exceptional leadership skills and ability to motivate and lead a team. A proven background in managing staff, Proficiency in MS office, Full clean driving licence.
Job Type: Full-time
Forward CV to cortooncreachahr@gmail.com

FUEL STORE MANAGER REQUIRED

Full Time position.
Tuam area.
CVs can be sent to nationalfuelslk@yahoo.ie or contact Sinead on 0749 137 400

VTOS
NOW ENROLLING FOR JANUARY
ROSCOMMON & CASTLEROYA

VTOS is the main provider of education for unemployed adults in County Roscommon, now under the auspices of Galway and Roscommon Education and Training Board.

We offer a choice of subjects which are diverse, flexible and are accredited by QQI (FETAC). Our Awards range from QQI Level 4-5.

Subjects include ICT Skills, Business Administration, Healthcare, Art Craft & Design and Tourism with Business.

YOU CAN ALSO APPLY ONLINE www.fetchcourses.ie

Are you over 21, unemployed for at least 6 months (in receipt of a social welfare payment) and in search of further education? Contact us in following centres:

ROSCOMMON

VTOS Centre, Lanesboro St., Roscommon
(Co-Ordinator: Orla Connaughton 090 6827292 or 086 7799705 email: orla.connaughton@gretb.ie)
- QQI Level 4 ICT Skills
- QQI Level 5 Business Administration
- QQI Level 5 Health Service Skills

CASTLEROYA

VTOS & Adult Education Centre, Patrick St., Castlerea
(Co-Ordinator: Kathleen McNulty 094 9620161 email: castlereavtos@gretb.ie)
- QQI Level 5 Tourism with Business
- QQI Level 5 Business

What will it cost?
Courses are provided free of charge, there is also a travel and meal allowance, all Books, materials and exams are free of charge.

Childcare
Childcare places are available in recognised ECCE settings (TEC Scheme). Further information on this from Roscommon County Childcare Committee 094 9622540.

What level of education is required?
There are no formal education requirements to join VTOS. Can I join the programme?
Yes, if you are over 21 and in receipt of jobseekers allowance/jobseekers benefit or signing for credits for at least six months or in receipt of a one-parent family payment, disability allowance, farm assist, disability benefit or invalidity pension for at least six months or are a dependant spouse for at least six months.

For further information please contact any of the above co-ordinators.
If you have already received confirmation of a place on VTOS there is no need to attend.
Immediate employment opportunities at...

Roscommon’s largest circulating newspaper!

Due to rising circulation and expansion plans, the Roscommon People has immediate vacancies for Advertising Salespersons

Previous experience in sales is not essential as training will be provided. Up to date references desirable. Convassing will disqualify.

Replies to: The Manager, Roscommon People, Abbey Street, Roscommon

SITUATIONS VACANT

■ RELIEF MILKER FOR IMMEDIATE START:
  On dairy farm outside Roscommon town. Experience not necessary. Night calver also required for Spring 2020. Must have experience with all aspects of animal husbandry. Tel: 086 3247278

■ LADY REQUIRED FOR HOUSE CLEANING:
  Hoovering, cleaning and dusting, Ballymoeetown. Tel: 089 2154395

WALK IN INTERVIEWS

MONDAY,
18TH NOVEMBER
10AM - 12 NOON

We are hosting Walk-in Interviews in The Abbey Hotel

We are recruiting for Full Time Catering Staff (Full Time Positions Only)

Please bring an up to date CV with you on the day.

We look forward to seeing YOU!

Supermac’s

CASEY’S, ROSCOMMON - 099 8838000
South Connacht MABS/Roscommon Office are seeking to recruit a Temporary Full-Time Administrator on a Specified Purpose Contract for 7 months

South Connacht MABS/Roscommon Office has a vacancy for a Temporary Full Time Administrator. The MABS Administrator position provides reception, secretarial and administrative support to the Company. The responsibilities of the Administrator will include record management, financial recording, data collection and database maintenance. Candidates must display empathy with those who find themselves in financial difficulty; familiarity with the provision of an advice, support and advocacy service; together with excellent communication, organisational, administrative and IT skills. Applicants must be proficient in spoken and written English and be legally entitled to work and reside in Ireland. Skills testing may apply.

Administrator salary scale is currently €37,844 to €41,095 (including 2 long service increments). It is anticipated that new entrants to the MABS service will be appointed on the 1st point of the scale. Incremental credit, should it be awarded, will be based on previous relevant experience as set out on application form and cover letter.

Applications must be made on the relevant application form (4 copies) with covering letter and posted to The Co-Ordinator, Roscommon MABS, Tower Block A, Roscommon West Business Park, Golf Links Road, Roscommon, F42 TD98.

The envelope should be marked ‘Job Application’.

A detailed job description/person specification and application form together with further information on MABS can be accessed at: www.mabs.ie

For details on how your personal data will be used as part of this process our Data Protection Notice for Job Applicants is available here: http://www.citizensinformationboard.ie/en/data_protection/mabs.html

Closing date: 5pm Friday 22nd November 2019.
MABS is an equal opportunities employer.
Funded and supported by the Citizens Information Board

**PaleBlueDot Recruitment**
Recruitment Specialists for the MedTech Industry

- 091 458356
- www.phdrecruit.ie

“The Resource for the MedTech Workforce”

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**COPE Galway**

*Let’s help together*

TOGETHER WE CAN MAKE A DIFFERENCE

We are currently seeking applications for the following positions:

**Cold Weather Response Project Workers**
Fixed term contracts to the end of April 2020 – full-time, part-time & relief roles

COPE Galway’s Cold Weather Response Project (CWR) provides night time accommodation for people who would otherwise sleep rough in Galway City over the winter months. Our aims are to safeguard people during the cold and inclement weather conditions over the winter period and to work with people in identifying and progressing routes out of rough sleeping and homelessness.

**Relief Project Workers**
For across all COPE Galway’s Homeless Services

For full job descriptions/person specs and application form visit our website copegalway.ie/careers

HR@COPEGALWAY.IE
(091) 778 750
COPE Galway is an equal opportunities employer
Job Vacancies
Position: Administrator Self Care to Wellness Programme (x3 posts)
0.5 WTE Mayo; 0.5 WTE Roscommon; 0.5 WTE Galway

The Self Care to Wellness Programme is a six week programme designed to help adults live well with a long-term health condition(s). This community-based programme is a joint initiative between Mayo Centre for Independent Living and the HSE.

Contract: 16.5 hrs (0.5 WTE)
Duration: 1 Year Contract
Remuneration: Equivalent to Grade 4 of the Health Sector Consolidated Salary Scales

Essential Criteria:
- Relevant work experience in programme administration and/or service co-ordination within a health/social care or community/voluntary sector.
- Experience of group facilitation.
- Ability to work on own initiative.
- Excellent communication and interpersonal skills.
- Working knowledge of Microsoft Office and IT Skills.
- Access to own transport is necessary as travel will be required as part of this role.

Desirable additional requirements include:
- A relevant 3rd level qualification in the area of health/social care/related field.
- Experience of working in partnership with and across agencies.
- Presentation skills.
- An understanding of the concepts of self-management and self-management support.

To apply for this post you will need to complete a job application which can be requested by email from selfcare@lw.gov.ie You will receive a detailed job specification with your application form.

Closing date: Wednesday 4th December 2019 at 5pm
Interviews will be held on Tuesday 17th and Wednesday 18th December 2019

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Galway Betting Shop

**STAFF REQUIRED**

Requirements:
- A team player
- A Knowledge of Sport
- Flexible Approach to Working Hours
- Previous experience in a similar role.

Apply with CV to: bookmakerstaffwanted@gmail.com

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Receptionist/Legal Secretary
with experience in conveyancing and litigation required for busy Galway city centre law firm.

Applications to: BOX NO 347G
c/o Galway Advertiser,
41/42 Eyre square, Galway
Galway Hooper Dolan

Due to continued expansion, GALWAY HOOPER DOLAN INSURANCES LTD are seeking a qualified & enthusiastic person to join our growing team full time in the capacity of Personal Lines Executive and Commercial Line Executive at our office at Liosban Business Park, Tuam Road, Galway.

Ideal candidates will have a minimum APA or CIP qualification and will be fully CPD compliant.

The candidate will:
- Be Self-motivated and Results driven
- Excellent sales ability and telephone manner
- Have at least 2 years Personal Lines experience
- Have strong attention to detail

E-mail your CV to: nola@galwaydolan.ie
Or post it to:
Noel Rigney, Director, Galway Hooper Dolan Insurances Ltd., Liosban Business Park, Tuam Road, Galway.

Galway Hooper Dolan Insurances Ltd is regulated by the Central Bank of Ireland.

Join our Production Team at Zimmer Biomet in Oranmore

YOUR stressed. YOUR life. YOUR choice.

This dynamic, fast-paced facility is a global leader in musculoskeletal healthcare, producing artificial hips, knees and joints at Zimmer Biomet in Galway.

We want to hear from motivated team players with a track record of delivery. Manufacturing or trade experience an advantage but not essential as full training is provided.

This is an opportunity to develop your career in a leading multinational. For more detail call Emma on 091 492444 or email your CV to Eileen Kelly at emple@zimmerbiomet.com.

It’s not just what we make, but what we make possible.

Hiring Professional Staff for Oranmore Restaurant
- Waiter/ess
Must have relevant experience
Tel 087 7639533
or natasha@armorica.ie
**SITUATIONS VACANT**

- **TILERS REQUIRED** for full time job, work for foreseeable future, good rate of pay. Tel 087 9634560.

- **CORRANDULLA NURSING** Home, Co Galway requires healthcare assistants for care of the older persons, full/part time shift work, friendly, caring outgoing people able to work independently and as part of a team, assisting with ADL's, activities, documentation, etc. (No fixed shifts/days available). Applicants to forward CVs to corrandullanursing@undertakememti.com. All correspondence/ interviews will be arranged via email only.

- **CHEF DE Partie**, the Skeffington Arms Hotel, Eyre Square, Galway. Minimum 2 years' experience, 39 hours per week, €30,000 salary. Contact eilioncg@eilioncg.com.

- **CLEANER REQUIRED** to work part time, 2 hours per day Tuesday to Friday at city centre restaurant. Enquiries to maizedelamaganway.com.

- **EXPERIENCED PLASTERER/ handymen** required for Galway city and county area. Tel 087 3030343.

- **FREE ACCOMMODATION** for person/persons, to run city centre guest house plus wages. Tel Sean 087 9955526.

- **PERSONS REQUIRED** for busy convenience store, east side of Galway city. Experience an advantage but not essential as full training will be given, different shifts available. Tel Michael 086 2740911.

- **POSITION, PRO** Security security engineer, full time, Galway, to install, commission, service and maintain fire detection, alarm and CCTV CVs forwarded to maizedelamaganway.com.

- **BUSHMORE HOME** Knocknacarra looking for person with flair for cooking to do kitchen assistance and cooking duties. maizedelamaganway@hotcom.com.net 091 3303037.

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**THE QUAY'S** Carvery and Restaurant has a vacancy for a full time position for the following staff: an experienced chef (no split shifts and no late finishes), an experienced waiter or waitress and an experienced assistant dining room supervisor. Fluent English essential. Send CV to The Quay's Restaurant, c/o The Quay's Bar, Quay St, Galway or email citysidecatering@gmail.com. No phone calls.

- **WANTED, RELIABLE** and experienced house cleaner required for circa 4 hours, two days a week. Preferably mornings from 10am until 2pm, Monday and Fridays for family in Claregalway on full time basis. Duties will include cleaning, training and general housekeeping. No cooking required. Excellent terms for suitable employee. References essential. Contact 086 19108102 or email galwayjob2010@gmail.com.

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**UNEMPLOYED DUE to accident or illness? Interested in improving your Computer Skills to help you return to work? For more information please contact Kevin on 081 773557 or 086 043 2601. No course fees apply.**

- **SOUS CHEF**, the Skeffington Arms Hotel, Eyre Square, Galway. Minimum 4 years' experience, 39 hours per week, €35,000 salary. Contact ashling@thesteff.ie
An Teaghlach Uilinn is a private Nursing and Convalescent Centre, based in Moycullen, just 5 minutes walk from Moycullen Village, Co. Galway.

We are currently recruiting a **Clinical Nurse Manager**

We are looking for candidates who are motivated and dedicated to maintaining and promoting the highest standards of person centred care.

Candidates must have active NMBI (RCN, RNIC, RPN) PIN registration

Salary: negotiable

Please submit CV’s to info@uilinn.ie

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**AUSOBA & CO**

Shop Street, Galway

We are recruiting a **RETAIL MANAGER**

for our Galway outlet.

All replies treated in confidence.

Reply with CV to Ausoba & Co, Shop Street, Galway or email post@fash.co.ie

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**TEAGHLACH UILINN**

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**CHILDREncare**

- **BURRENVIEW CReCHe** Gort require full and part time staff, competitive wage offered. Email CV’s to burrenviewcreche@gmail.com or contact Sharon on 091 630756.

- **CHILDMINDER REQUIRED** to collect 3 children (9, 11 and 13) from school (city centre) and bring to activities or home (Roscam). Contact 087 7667294.

- **COOK REQUIRED** for creche in the Knocknacarra area. Must have HACCP qualifications. Tel 091 520815.

- **MINDER NEEDED** Mon-Fri for our 10 month old son, ideally from our home in Roscam or living in Roscam/Renmore area. Contact sharonwhyte124@hotmail.com.

- **QUALIFIED, EXPERIENCED, friendly and enthusiastic childcare practitioner required full time at Roscam Childcare Centre. Send CV to info@creche.ie.**

- **RELIABLE CHILDMINDER** required to mind one year old boy in Knocknacarra. Two flexible days required a week 8.30am to 6.00pm (Monday to Friday), references essential. May suit retired person. Tel 087 0977155.
Opening Hearts, Minds and Opportunities Since 1994

Boston Scientific
Careers Event
Saturday 23rd November
Morning: 10.30 - 12.30
Afternoon: 13.00 - 15.00

We are holding seats...

Join us at Boston Scientific, Ballybrit on Saturday the 23rd November and open your mind to a world of opportunities.

We are celebrating 25 years in Galway and there’s never been a better time to be a part of Boston Scientific. We are at the forefront of designing and producing some of the company’s most innovative medical devices, transforming millions of lives worldwide.

Register your interest at: careerevents@bsci.com

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BUSINESS DEVELOPMENT EXECUTIVES

to assist with the growth of existing print and online publications and with the development of new business opportunities.

Reporting directly to the Group Sales Manager, the positions are located at Advertiser offices in Galway, Castletroy and Athlone.

The ideal candidates should have:

- A successful track record in business to business sales.
- Excellent communication skills.
- The ability to identify business opportunities.
- The highest standards of customer service and an ability to develop revenue generating areas of the business.
- Capable of working on own initiative or as part of a team.
- A results focus with a determination to succeed.

Closing date for applications is: Monday 2nd December.

Please email your CV (in PDF format) to Máire McCarthy, mmccarthy@galwayadvertiser.ie or apply in writing to Máire McCarthy, Galway Advertiser, 41-42 Eyre Square, Galway.

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SITUATIONS VACANT

• SPECIAL NEEDS assistants. Fully qualified substitute SNAs are invited to have their names placed on our substitute panel for possible employment in our school. Please contact Clarinbridge National School at 091 796191 or info@clarinbridgenationalschool.ie and the secretary will forward the appropriate vetting documentation to you. Many thanks.
FORUM Connemara CLG wish to recruit a project ecologist to work on the North Connemara Locally Led Agri-Environmental Scheme.

**Essential Criteria**
- Honours degree in ecology/environmental science or a relevant postgraduate qualification.
- 3 years’ experience in the evaluation of upland based habitats.
- Experience of farming in high nature value areas.
- Experience in the monitoring of biological, physical and chemical indicators of environmental quality and/or ecological status.
- For full criteria visit [www.forumconnemara.ie](http://www.forumconnemara.ie)

**Main Duties**
- Negotiate and facilitate the implementation of results-based ecological measures on farms.
- Evaluate participating farms/co-design detailed farm plans.
- Contribute towards monitoring and evaluating the success of the project through baseline data collection, continued on-site monitoring, and the input and analysis of data.

How to apply: Send cover letter, CV and two references by 12 noon, Monday 25th of November to: CEO, FORUM Connemara CLG, Ellis Hall, Letterfrack, Connemara Co. Galway

Telephone: 095 41116 Email: info@forumconnemara.ie

NCl AES is a European Innovation Partnership (EIP) co-funded by the Department of Agriculture, Food, and the Marine under the Rural Development Programme 2014-2020.

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**SITUATIONS VACANT**

**PHARMACY SALES ASSISTANT REQUIRED**

HEALY’S PHARMACY
Society St, Ballinasloe.
Previous Pharmacy experience an advantage.
Apply in writing with CV to:
Claire Healy
or Email:

**CLEANER REQUIRED** to work part time, 2 hours per day Tuesday to Friday at city centre restaurant. Enquiries to

**FREE ACCOMMODATION** for person/persons to run city centre guest house plus wages. Tel Sean 087 9885526.

**POSITION, PRO** Security security engineer, full time, Galway, to install, commission, service and maintain fire detection, alarm and CCTV. CVs forwarded to

**RUSHMORE HOME** Knockmacarra looking for person with a flair for cooking to do kitchen assistance and cooking duties.

Padraicins are recruiting for the following positions:

FULL TIME CHEF
BREAKFAST CHEF

Previous experience required
Please apply by email only.
CV’s to: padraicins@eircom.net

NCTS REQUIRE A VRT ADMINISTRATOR IN GALWAY / BALLINASLOE

The National Car Testing Service Limited is currently recruiting for a VRT Administrator in Galway / Ballinasloe Test Centre working a minimum of 2 days a week on a 3 month fixed term contract. **This role requires flexibility as you will need to work evenings and weekends.** You will be required to travel to surrounding test centres as and when requested. (Full clean driving licence essential).

If you are interested, please send your CV along with a cover letter and a copy of your drivers licence to: HR Dept., National Car Testing Service, 3026 Lake Drive, Citywest Business Campus, Naas Road, Dublin 24
(Please be advised that applications will not be processed without the required documentation)

Closing date for applications is 28th November 2019

NCTS is an equal opportunities employer
Applications are invited from suitably qualified persons for the following position:

YOUTHREACH RESOURCE PERSON - BALLINROBE

Full details and Application Forms are available from [www.msletb.ie](http://www.msletb.ie)

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CHILDCARE

Person required for CHILDCARE & HOUSEHOLD DUTIES

3 days per week (8.30am - 2pm approx) with option for 5 days.
Rooomount/Horseleap area.
Tel 086 8180933 after 6pm.

- CHILDMINDER REQUIRED to collect 3 children (9, 11 and 13) from school (city centre) and bring to activities or home (Roscam). Contact 087 7667294.
- COOK REQUIRED for creche in the Knockmacarla area. Must have HACCP qualifications. Tel 091 520815.
- MINDER NEEDED Mon-Fri for our 10 month old son, ideally from our home in Roscam or living in Roscam/Renmore area. Contact sharonwhyte123@hotmail.com.
- QUALIFIED, EXPERIENCED, friendly and enthusiastic childcare practitioner required, full time at Roscam Childcare Centre. Send CV to info@creche.ie.
The organisation is currently seeking to fill the following position:

• **STOREKEEPER CLERK, GRADE 2**
  25 hours – Part Time, Permanent
  Monday – Friday
  based in Portumna
  €422.09 – €636.44 per week, pro rata

All information relating to this post, including the application form, is available on our website

[www.waterwaysireland.org](http://www.waterwaysireland.org)
Applications are invited from suitably qualified persons for inclusion on a panel for the following post from which Permanent vacancies arising during the lifetime of the panel may be filled:

ASSISTANT ENGINEER

Each Candidate must, on the latest date for receipt of completed application forms:

a. hold an honours degree (Level 8 in the National Framework of Qualifications) or equivalent professional qualification in engineering
b. have at least two years satisfactory experience of engineering works including satisfactory experience in civil engineering work; and
c. possess a high standard of technical training and experience

Salary: €38,747 - €60,899

Candidates may be shortlisted for interview on the basis of information supplied with the application form.

Application forms and further details of this post are available on our website at www.galway.ie, or may be obtained by contacting the Human Resources Department, Galway County Council, County Hall, Prospect Hill, Galway – Tel: 091 509303, e-mail hr@galwaycoco.ie. Closing date for receipt of completed application forms is 4.00p.m. on Thursday 5th December 2019

GALWAY COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

Tá mile fáilte roimh chomhfhreagrás agus ghníó i nGaeilge:
gaeilge@cocogaillimh.ie www.gaillimh.ie

customerservices@galwaycoco.ie www.galway.ie @GalwayCoCo

B. Dooley, Senior Executive Officer
Loughrea Family & Community Resource Centre CLG

Applications are invited for the post of:
**Community-based Family Support Worker**

The Community-based Family Support Worker will work closely with the Project Co-ordinator to help the Centre implement its Work Plan.

The ideal candidate should have:
- A relevant third level qualification — minimum Level 7 (for example, Family Support Practice or Community Development);
- A minimum of 2 years' experience, post qualification, of providing family support in a community-based setting, including experience of:
  - organising community events;
  - liaising / networking with community, voluntary and statutory agencies;
  - delivering programmes, activities and/or services to groups;
  - providing one-to-one and group supports directly to parents/families;
  - providing information and support to individuals and groups;
- Familiarity with principles of Community Development;
- Proven experience in accessing funding;
- Excellent IT, social media and report-writing skills;
- Access to own transport and a full clean driving licence.

For an Application Pack please contact:
Recruitment Administrator,
Loughrea Family & Community Resource Centre,
Pigott’s St., Loughrea,
Co. Galway.
info@loughreafamilyresourcecentre.ie
(091)871149

The closing date for receipt of applications is 4.00pm on Thursday December 5th 2019.

Interviews will take place on Friday December 13th 2019

This Project is an Equal Opportunities Employer.

Applications only be accepted on the official application form. CVs will not be accepted.

This position is 35 hours per week. Salary will not be less than €37,000 p.a.

This position is funded by TUSLA, Child and Family Agency.

TUSLA
An Ghlionn haircheacht um Leanaí agus an Tseachtain
Child and Family Agency

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Useful Websites

- www.jobsireland.ie
- www.jobalert.ie
- www.activelink.ie
- www.irishjobs.ie
- www.computerjobs.ie
- www.jobsguideireland.com
- www.jobs.ie
- www.indeed.ie
- www.careerjet.ie
- www.jobbio.com
- www.galway.staff-wanted.net
- www.recruitmentplus.ie
- www.countyjobs.ie
- www.monster.ie
- www.fetchcourses.ie (course website)
- www.techlifeireland.com
- www.recruitireland.com
- www.constructionjobs.ie
- www.facebook.com/Galwayjobconnector/
- www.facebook.com/GalwayStaffWanted/

Recruitment Agencies

- www.hays.ie
- www.cpljobs.com
- www.ireservices.ie
- www.frsrcruitment.ie
- www.collinsmcnicholas.ie
- www.headhuntinternational.com
- www.noelgroup.ie
- www.icejobs.ie
- www.unijobs.ie
- www.sigmarrecruitment.com
- www.adecco.co.uk
- www.hero.ie
- www.careerwise.ie
- www.eflexes.com