

KILKENNY COUNTY COUNCIL

TEMPORARY COFFEE SHOP MANAGER

WOODSTOCK GARDENS, INISTIOGE, CO. KILKENNY

The filling of this post will be subject to approval from the Department of Environment, Community & Local Government

1. **CHARACTER**
Candidates shall be of good character.
2. **AGE**
Candidates shall not be less than 17 years of age.
3. **QUALIFICATIONS**
The successful applicant is expected to have a good standard of education. Previous experience in a similar position would be an advantage. Kilkenny County Council reserves the right to shortlist candidates having regard to education, qualifications and experience.
4. **HEALTH**
Candidates must be free from any defects or diseases, which would render them unsuitable to hold the position, and be in a good state of health.
5. **CODE OF CONDUCT**
The successful applicant will be expected to abide by the staff rules, codes of conduct and dress as laid down by the Council from time to time. Neat dress is essential.
6. **HOURS OF DUTY:**
The hours of duty will be as follows:
 - 11.00 a.m. to 5.30 p.m.
 - Four days per week which may include Saturday, Sunday and Bank Holidays from June to the end of August
 - Weekends only [including Bank Holidays] from Easter 2022 to end of May 2022. Four days a week for June, July and August as stated above and weekends only from September to the end of October 11.00 a.m. - 5.30pm (Weather dependent weekends only may be extended further)
7. **SALARY:**
€12.00 per hour (Time & ¼ applies to Sundays and Bank Holidays)
8. **LIST OF DUTIES**
 - The Manager will be required to work from 11.00 a.m. to 5.30 p.m. five days a week which must include Sunday and Bank Holiday Mondays. The remaining days should be flexible so the Manager can work around large tour groups and other pre-booked events. The Tea Rooms will close at 5.00 p.m. leaving 30 minutes to clean the Tea Rooms.

- Day to day operation of the Tea Rooms, i.e. making tea/coffee and serving cakes, drinks etc,
- Cleaning tables, sweeping and washing the floor, washing up etc.,
- Manage supplies - ordering in cakes from the bakery, milk and ordering necessary supplies from the cash and carry.
- Supervision of other staff on duty and preparation of staff rotas,
- Consult with Head Gardener with regard to incoming tour groups and manage visits by these large groups.
- Balance the till/receipts at the end of the day and record in log book and give to caretaker/head gardener for lodging to the bank.
- Information will be provided to the Manager with regard to the history of the gardens. The garden is a historic garden and visitors may ask questions about the gardens. Knowledge of the basic history of the gardens is required in order to provide some basic information to visitors if requested.
- Proper attire to be worn at all times and long hair to be tied back and a hair net to be worn.