



An Cosán is currently seeking an experienced **Hospitality Assistant** to join our team. This a hugely important role within the organisation as An Cosán prides itself on the warm welcome and caring, respectful atmosphere it creates for our learners, children, employees and visitors to the building.

This position requires someone who is personable and has good people and communication skills, with a pleasant and friendly attitude. They should maintain the ethos of warmth and welcome and will treat all visitors to the coffee dock with care and respect

The Hospitality Assistant will work within An Cosán's Health & Safety Policy within the coffee dock, supporting the smooth running of the hospitality service.

This role is on-site and cannot be performed remotely.

Job Title	Hospitality Assistant
Reports To	Hospitality Coordinator
Contract	1 year – Part time contract (19.5 hours)
Probation	3 Months
Location	An Cosán, Jobstown, Tallaght Dublin 24

An Cosán (Irish for 'The Path') is Ireland's largest community education organisation. The mission of An Cosán is to bring about social equality and an end to poverty through community-based adult education, the provision of early years supports, wraparound counselling services, and empowering social enterprise development. Over the past three decades, we have supported over 18,000 people to reach new pathways to empowerment via community education. Using innovative technology to deliver virtual access to its range of learning programmes An Cosán now reaches communities across Ireland.

Duties will include

- Preparation of tea/coffee & catering for classes
- Preparation of hospitality for meetings
- Maintain high standards of cleaning and hygiene
- Undertake training consistent with this role from time-to-time
- Demonstrate flexibility and take on other ad-hoc duties, as assigned

Experience and Knowledge

- Previous experience working within a team
- Experience working within Health & Safety and Covid guidelines

Skills & Core Competencies

- Positive 'can do' attitude
- Warm, friendly demeanour with high professional standards
- Good time-management abilities
- Excellent communication and interpersonal skills
- Reliable and flexible
- High level of personal responsibility and integrity
- Ability to work on own initiative and co-operatively.

Desirable

- Previous experience working for non-profit organisations
- Previous experience working within hospitality or event management team
- Previous experience working in community education

Salary commensurate with experience and the not-for-profit community education sector

Application Process

Please email the following documents to jobs@ancosan.ie with the subject line clearly marked

Hospitality Assistant:

Cover letter • Curriculum Vitae

Closing date for applications is 27th May 2022

This post is part-funded by Pobal under the Community Services Programme



Rialtas na hÉireann
Government of Ireland