



Orchard Community Development Centre Ltd



#CES-2398755

CHERRY ORCHARD EQUINE CENTRE,



Cherry Orchard Green, Ballyfermot, Dublin 10,  
D10 XW08



No of positions : 3



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



23/06/2025



04/08/2025

## How to register your interest

To register your interest, take note of the scheme reference number and contact an Employment Personal Advisor (EPA) in your [local Intreo Office](#)



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## General Porter

### Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

To register your interest you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

### Job Description

#### Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

General Operatives will be responsible for the effective day to day helping of the project including health & Safety, hygiene and the maintaining of the building and outdoor areas.

#### Duties

- Moving of furniture and setting up of rooms as per requirements listed on weekly room booking schedule
- Setting up tables, chairs and equipment for meetings and groups using the Centre
- Restacking of equipment when groups are finished in room
- Ensuring that rooms are fully prepared in advance of meetings
- Cleaning duties including vacuuming of rooms and emptying of bins
- Sweep court yard and grounds around the building
- Directing groups and visitors to rooms as required
- Providing Reception cover and assisting with front of house duties as required
- Monitor camera at reception and monitor the people entering and leaving the building plus cars in car-park.
- Light maintenance duties
- Painting interior & Exterior
- Providing general assistance around the Centre as required

Flexible in hours and days of work; have a keen interest in upkeep and maintenance activities; efficient; good time-keeping; good organisational skills; good communication skills; must have an interest in working in a community setting; Must be able and willing to work as part of a team, and be capable of working on own initiative. Must be willing to participate in mandatory, job related and career based training as per CE requirements.

Please forward your CV to: [cesupervisor@cherryorchard.ie](mailto:cesupervisor@cherryorchard.ie) or phone Joanne on 083 0351650

Garda Vetting required.

- **Sector:** accommodation and food service activities