



Youth Work Ireland (Galway Youth Federation)



#CES-2400787

LOUGHREA FAMILY & COMM RESOURC,



Pigott's Street, Loughrea, Co. Galway, H62
H721



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



24/06/2025



05/08/2025

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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Caretaker/Housekeeping Assistant - Loughrea Family and Community Resource Centre

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.

This role is based in a busy Family and Community Resource Centre where the worker will be expected to:

- Uphold the ethos of Loughrea Family & Community Resource Centre.
- Understand and maintain confidentiality.
- Adhere to existing work practices, policies and procedures.
- Observe data protection and associated guidelines where appropriate.
- Carry out any other reasonable duties and responsibilities within the overall level of responsibilities of the post.
- Comply with relevant health and safety legislation policies and procedures in the performance of the duties of the post.
- Be self-motivated, honest and hardworking.
- Have good communication and interpersonal skills.
- Have the ability to work as part of a team.

Duties and Responsibilities

The following is a non-exhaustive list of the main duties and responsibilities associated with the post:

1. Upkeep and maintenance

Maintaining the Centre in a clean state and reporting any difficulties or hazards:

Offices and meeting rooms

- vacuuming carpets and floors, dusting and cleaning skirting boards, internal windows, desk tops, chairs etc, emptying dustbins and generally maintaining in a clean and tidy state.

Toilet areas

- cleaning and disinfecting of sinks and toilet areas, provision of soap, toilet rolls, paper towels.

Corridors and communal areas

- vacuuming and cleaning floors, cleaning doors, skirting boards and generally maintaining in a good state, and reporting any damage.

Kitchen and tea stations

- fill and empty dishwashers as and when necessary, clean kitchen floors, surfaces and equipment, keep kitchen cupboards clean and tidy, ensure that there are adequate supplies of tea/coffee/milk/biscuits/cleaning supplies.

External

- to clean outside areas of the centre including collection of rubbish, general tidying, window cleaning, small painting jobs, maintaining plants, keeping garden shed organised and tidy.

2. Income Generation

Engaging with the Income generation initiatives of the Resource Centre:

- 50/50 Blitz – participating where required in the Centres 50/50 Blitz days in local supermarkets.
- Coin Boxes – emptying and collection of coin boxes located in premises in Loughrea on a bi-monthly basis.
- Clothes Banks – participating in clothes drives as and when they occur. Checking the clothes banks for blockages and keeping the area around them clear.
- Community Library – to maintain and keep the community library up-to-date and tidy.

3. Other -

Meeting rooms – tidy-up and set-up of meeting rooms to include ensuring adequate refreshments, set-out of table

- **Sector:** administrative and support service activities