



Carmichael Centre for Voluntary Groups



#CES-2401459

CARMICHAEL CTR FOR VOLUNTARY G,



Richmond Off Suite, Richmond Square, Dublin
7, D07 CR98



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



15/08/2025



26/09/2025

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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Building caretaker/Maintenance

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.

Job Description

Duties

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

- To ensure that outdoor areas, including the entrance to the house, carpark and garden are kept clean
- Gardening duties including cutting grass, weeding and repotting plants
- Proper storage of rubbish & waste
- Assist with deliveries/ messages
- To assist with internal post between both houses
- Storage and preparation of recycling items for collection
- To assist with spring cleaning projects in conjunction with the housekeeping team
- Assistance to the housekeeping team as required
- Assistance in room setups
- General assistance to groups as required e.g. moving furniture
- Any other duties which may be required from time to time
- Painting and general upkeep of both Carmichael and Coleraine house
- Morning hours with flexibility required

- **Sector:** other service activities