



BALLYHOURA HERITAGE AND
ENVIRONMENT CLG



#CES-2402132



BALLYHOURA FÁILTE LIMITED, Coote Hall,
Deebert, Kilmallock, Limerick, V35 C993



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



11/07/2025



22/08/2025

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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online



Caretaker - CE Scheme

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.

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Duties to include. Duties to include:

- Key holder – Open up and Lock up when required (normally open at 8.30am and close at 7.00pm), on occasion the building may need to be opened earlier. In the event staff members are in the building at 7.00pm, please ensure that they close the building and set the alarm when they are finished.
- Clean, vacuum, polish, dust and generally maintain the interior of the Centre (this also includes all rooms and hallways within the building).
- Clean windows and mirrors as required
- Provide catering / refreshment services for meetings as booked in the Reception Diary; this diary should be checked daily. There are meetings which are held at the same time monthly and the Caretaker must ensure that these meetings are always catered for.
- Set up rooms for any events or meetings as requested
- Stock-control cleaning materials and kitchen i.e. milk, sugar, tea etc. Please ensure to fill in the Purchase Order book assigned to the Caretaker when purchasing materials / refreshments etc.
- Ensure lighting is turned off and all windows / doors are closed before locking up in the evening time
- Set alarm & lock gates
- Bin collection in offices each morning and get bins and recycling ready for collection
- Take home and wash towels and tea-towels, including towels in toilets

- Keep kitchen area clean and tidy.
- Keep toilets clean, including replacing toilet rolls and towels and purchasing soap etc. when required.
- **Sector:** administrative and support service activities