



IRD North Mayo West Sligo Ltd



#CES-2404928



Office 8, Greenhills Ent Ctr, Bunree Road,  
Ballina, Co. Mayo, F26 RH68



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



29/07/2025



09/09/2025

## 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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## Property Caretaker

### 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 undertake maintenance and upkeep of properties of Moy Valley Resources at Greenhill's Enterprise Centre and other locations in Ballina:

General maintenance at various buildings to include but not an exhaustive list:

- Painting of internal and external properties,
- General cleaning and upkeep of the property portfolios, e.g., repair of doors, windows, light fittings, etc.
- General cleaning and upkeep of the KGC kitchen, floors swept, mopped and countertops cleared of all obstructions. There will be periodic clean downs of all steal tops, cupboards, backsplashes, and overheads. The toilets must also be maintained to a high standard and stocked regularly.
- Upkeep of flower beds and paved areas at properties, weeding, grass cutting, strimming, and planting.
- Opening and closing of the self-storage facility. Facilitating access to customers to their units. This may involve out-of-hours attendance.
- General cleaning and upkeep of the Self-Storage facility. Ensuring all areas are clean and clear, rubbish is disposed of and floor areas maintained to a high standard
- Oversee disposal of rubbish from properties. This will include general and recyclable waste.
- Conduct inspection of premises on a scheduled, structured basis.
- Report any defects, or actions required at properties to the supervisor in a prompt manner.
- Be available for duty, when required, over weekends, and at out-of-office hours. This would be an occasional \ exceptional requirement.

#### Essential

- Excellent oral and written communication skills
- Professional and friendly manner
- Knowledge of the local Area

#### Desirable for this position

- Some experience in a caretaker role
- An understanding of health and safety and the local area
- A passion for community development

Training and support will be provided.

- **Sector:** other service activities