



Cork Social and Sporting Development Ltd



#CES-2412118



10/10A 10/10A Highstreet, Co. Cork, T12

KC66



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



15/09/2025



27/10/2025

## 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 (2)

### 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.

Job Description: Caretaker – Community Employment Scheme

Organisation: Gay Project

Location: Cork City

Reports To: Manager

Employment Type: Part-Time, Community Employment Scheme

#### Role Purpose

The Caretaker will ensure the day-to-day maintenance, cleanliness, and safety of the Gay Project community centre. This role is vital in fostering a welcoming environment for all service users and visitors.

#### Key Responsibilities

##### Cleaning and Maintenance:

Perform daily cleaning tasks to ensure the community centre is hygienic and presentable.

Regularly check and maintain cleanliness in shared spaces, including bathrooms, kitchens, and meeting rooms.

Conduct basic maintenance tasks and report larger maintenance needs to the Manager.

##### Safety and Accessibility:

Ensure the centre is a safe environment for staff, visitors, and service users.

Assist in conducting routine checks of fire safety equipment, emergency exits, and accessibility features.

Assist in the monitoring and ensuring compliance with health and safety guidelines.

#### Front-of-House Duties:

Act as the first point of contact for service users, offering a friendly and professional welcome.

Answer basic queries in person or by phone and direct visitors to the appropriate staff or services.

Maintain a sign-in register for visitors and ensure confidentiality protocols are followed.

#### Community Support:

Assist in setting up spaces for events, meetings, or workshops.

Be a supportive presence for service users, helping them feel comfortable and respected in the space.

#### Requirements:

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

#### Preferred Skills:

Awareness or understanding of LGBTI+ community needs and values is desirable however training will be provided.

Basic knowledge of health and safety protocols.

Excellent telephone manner and interpersonal skills.

Excellent spoken and written English.

Ability to learn and apply new procedures quickly and efficiently.

Honest and trustworthy.

Empathetic, compassionate, and culturally sensitive approach.

Ability to work independently and collaboratively in a dynamic environment.

Willingness to work flexible hours, including evenings and weekends.

The Caretaker will play a crucial role in fostering a sense of belonging and empowerment within Gay Project. This position offers a unique opportunity to make a meaningful impact on the lives of those in the LGBTI+ community, contribute to positive change. email [corkssd@outlook.com](mailto:corkssd@outlook.com)

- **Sector:** other service activities