



Youth Work Ireland (Galway Youth Federation)



#CES-2415654

BALLYBANE COMMUNITY HOUSE, 197



Castle Pk, Bally, Galway, Co. Galway, H91

A7X4



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



09/10/2025



20/11/2025

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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Cleaning Assistant/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.

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.

Job Title: Cleaner and Caretaker

Location:

197 Castle Park, Ballybane, Galway (Main Building and Annex)

Office at SCCUL Building, Ballybane

Minibus based at SCCUL Ballybane

Reporting To: Senior Administrator

Hours: 19.5

Contract Type: Part-time

Job Purpose:

To ensure the cleanliness, upkeep, and smooth day-to-day operation of Youth Work Ireland Galway's buildings and vehicle, while providing support with supplies, basic administration, and general caretaking duties.

Key Responsibilities:

Cleaning and maintenance of premises and Vehicle:

Maintain the main premises and related locations in a clean, safe, and welcoming condition, while reporting any difficulties, hazards, or damage. Duties include:

Offices and Meeting Rooms:

Wash and vacuum floors

Dust and clean skirting boards, internal windows, desktops, chairs, etc.

Empty bins and ensure spaces are clean and tidy at all times

Toilet Areas:

Clean and disinfect sinks, toilets, and surrounding areas

Ensure regular restocking of soap, toilet rolls, and paper towels

Corridors and Communal Areas:

Wash and vacuum floors

Clean doors, skirting boards

Report any damage or maintenance issues

Kitchen:

Fill and empty dishwasher

Clean floors, worktops, cupboards, and kitchen equipment

Ensure adequate supplies of tea, coffee, milk, and cleaning materials

External Areas:

Clean and tidy outdoor areas including weeding and gutter cleaning

Clean external windows on the ground floor

Carry out small painting jobs when required

Ensure rubbish bins are placed out for collection on the appropriate days

Minibus (Galway City):

Clean and maintain interior and exterior of the minibus

Report any issues or cleaning concerns immediately

Minibus Bookings & Usage Management:

Maintain the manual system in place for booking the minibus, ensuring that only authorised Youth Work Ireland Galway staff are permitted to drive it

Ensure the bus is properly signed out and signed back in by drivers

Check the bus after use for cleanliness and condition, and report any issues

Purchasing and supplies management:

Monitor and purchase cleaning products and equipment

Maintain stock of kitchen items such as tea, coffee, milk, sugar etc

Keep receipts and record purchases as required

Light Administrative Duties:

Take post to the local post box or post office

Assist with light admin duties such as mail sorting, filing, and receiving deliveries

Training and compliance:

Attend all mandatory and job-related training required by Youth Work Ireland Galway

Keep up to date with organisational policies and health & safety procedures

General Duties:

Carry out tasks in line with all relevant health and safety, safeguarding, and organisational policies

Work cooperatively with staff and maintain a positive, professional attitude

Maintain confidentiality and respect for service users and colleagues

Be flexible and adaptable to support the changing needs of the organisation

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