



Glen Resource Centre



#CES-2421876



Blackpool Community Centre, 90 Gt William
O'Brie, Blackpool, Cork, Co. Cork, T23 TR7A



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



23/11/2025



04/01/2026

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](#)



Open your camera
app & point here
to view this ad
online



Caretaker/ Receptionist

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.

General caretaking duties also meet and greet , answering phones and general receptionist duties

Please send your CV application to: CE Supervisor: Glen Resource Centre. Glen Resource & Sports Centre Glen Avenue, The Glen Cork. or email: glencommunityemployment@gmail.com

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