



ACEP Ltd



#CES-2422972



Ardee Parish Centre, Hale Street, Ardee, Co.

Louth, A92 X5DE



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



01/12/2025



12/01/2026

## 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](#)



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## Caretaker - Ardee Parish Centre

### 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.

Reception: Taking Bookings. Dealing with incoming and out going telephone calls. Ensuring that all messages and queries are followed up. Receiving and receipting monies

Cleaning: Keeping dressing rooms, toilets hand basins clean and hygienic at all times. Keep kitchen and office area clean and tidy. Wash floors accordingly. Recognise all risks involves. Use proper safety equipment while cleaning. Ensure that all equipment is safe

Sports Hall: Setting up the necessary equipment. Arranging rooms for meetings

Birthday Parties: Wash bowls after each party. Ensure hall and kitchen are cleaned after parties.

Caretaking: General outdoor maintenance, grass cutting, weeding, planting of flowers etc

Please contact Sonia for further information on 0874187320

- **Sector:** other service activities