



Donabate & Swords District CE Project



#CES-2431637



B.A.S.E, Brackenstown Road, Swords, Co.

Dublin, K67 PH96



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



02/03/2026



13/04/2026

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



Cleaner (BASE - 8 to 12, 11 to 3 & 6 to 10 - TBC) Swords

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.

3 Different Shifts TBC: - 8am to 12pm, 11am to 3pm & 6pm to 10pm

- Ensure the general safety and security of the premises at all times.
- Regularly check exit doors. Fire breaks glass, fire hoses and alarms.
- Checking and removing any hazards from rooms and grounds.
- Check boilers, toilet fittings, and wash basins for damage or malfunction.
- To check electrical fittings, lights, plug sockets, etc., for damage or malfunction and report any such faults to the Management promptly.
- To make repairs only to any fittings or equipment that lie within their competence.
- To set up rooms for meetings and other activities.
- To store furniture safely when not in use.
- To ensure that the outside of the building is kept free from litter. To repair any paintwork damage and do any minor painting jobs when time allows.
- To assist in the cleaning of the premises, i.e. buffing of floors, window sills, table tops and general upkeep of rooms.
- To clear rooms after use.
- Entrance Hall to be kept clean at all times.
- To ensure kitchens and toilets are clean for the morning, including Playschool toilet (which needs to be disinfected twice daily 12.15 pm and 4.15 pm)
- All lights to be turned off at night.
- To store implements, tools and materials safely.

- On occasion, collect money for classes, give receipts and place money in the post box on the wall marked with the person's name and class.
- Lock up premises securely on leaving.
- **Sector:** administrative and support service activities