



Carrick on Suir Community Employment

Scheme Ltd



#CES-2432530



Nano Nagle Resource Centre , William Street,

Carrick-On-Suir, Co. Tipperary,



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



04/02/2026



18/03/2026

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/Maintenance Person

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.

Carrick on Suir Community Resource Centre, Caretaking, Maintenance & Reception duties to include but not limited to:

Opening and closing of centre whilst maintain security and safety procedures. General maintenance of the building inside and out. Maintaining external areas. Preparing rooms for use and setting up any equipment required. Answering phone, taking booking, escorting Centre users to rooms. Organising refreshments when required by users. Ensure heating, lights and equipment is running correctly and report if to manager if not. Painting and repairs. Maintain and be responsible for tools & equipment.

Carry out tasks to keep Centre clean, tidy and sanitised. Communicate with other staff members in respect of requirements for Centre from day to day. Adhere to fire requirements within the Centre. Other duties discussed and agreed with manager. Attend training and staff meetings as required.

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