



DRIMNAGH COMMUNITY DEVELOPMENT



GROUP LIMITED



#CES-2433031



Davitt Road, Dublin 12, D12 EDN2



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



09/02/2026



23/03/2026

## 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.

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.

In a diligent and reliable manner to open and close the facility, setting alarms, key holding, etc.

To support customers and users of the centre in a polite and responsible manner.

To carry out general reception duties including booking, dealing with customer queries, telephone duties etc.

To set and prepare conference rooms, meeting rooms and multi-purpose rooms.

Any other duties depending on qualifications and experience e.g. equipment maintenance, building repair, plumbing maintenance, equipment maintenance, coffee shop attendant / cashier.

Performing other duties related to the role of Youth Centre Caretaker as may be assigned by the Centre Manager.

#### Hygiene/ Maintenance:

To carry out all cleaning duties, including changing rooms, toilets, fitness areas, main hall, windows, both general and dealing with spills etc.

To keep the centre and its surrounding litter free

To maintain the centre and carry out decoration and repair where required/appropriate

#### Health & Safety:

To ensure high standards in the Health and Safety at the work place, including the provision of 1st Aid treatment where such training has been provided.

To work safely at all times

Personal Development:

To participate in all training programmes provided by the St John Bosco Youth Centre.

Participate in training and development as identified by Supervisor and yourself within the Individual

Learner Plan

Evenings

- **Sector:** other service activities