



Glen Resource Centre



#CES-2439204



The Glen Resource and Sports C, Glen Ave,
The Glen, Cork, Co. Cork, T23 DH95



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



19/03/2026



30/04/2026

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



Weekend Facilities and Events Assistant

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.

Key Responsibilities:

To maintain clean, safe, and welcoming communal spaces within the Centre, including eating areas, indoor rooms, and outdoor spaces. The role supports meetings, birthday parties, and community events through room setup, cleaning, and general facilities assistance.

Duties:

Maintain cleanliness and hygiene in eating areas at all times

Clean tables, chairs, kitchen surfaces, sinks, and appliances

Empty bins and ensure waste is disposed of correctly

Refill supplies such as tea, coffee, milk, sugar etc

Ensure compliance with health and safety and food hygiene standards

Room & Event Setup:

Set up rooms for meetings, parties, training sessions, and events

Arrange furniture, tables, chairs, and equipment as requested

Prepare refreshments for parties/ groups when requested

Clean and reset rooms before and after use

Any duties deemed necessary by management.

Please send your CV application to: CE Supervisor: Glen Resource Centre. Glen Resource & Sports

- **Sector:** other service activities