



Carmelite Fathers CE Project



#CES-2442692



Carmelite Fathers Community Centre , 56

Aungier Street, Dublin 2, D02 R598



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



13/04/2026



25/05/2026

## 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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## General Operative / Centre Assistant - Carmelite Community Centre (Dublin 2)

### 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.

This position will be based in the Carmelite Community Centre located on Aungier Street, Dublin 2. Would you like an opportunity to develop skills, gain qualifications and work as part of a team in a busy Community Centre?

Duties will include the following: Morning shift 08.30am-12.30pm

- Moving of furniture and setting up of rooms as per requirements listed on weekly room booking schedule
- Setting up tables, chairs and equipment for meetings and groups using the Centre
- Ensuring that rooms are fully prepared in advance of meetings
- Cleaning duties including vacuuming of rooms and emptying of bins
- Directing groups and visitors to rooms as required
- Providing Reception cover and assisting with front of house duties as required
- Providing general assistance around the Centre as required

For further information contact Aida on (01) 472 0966 or email [cesupervisor@ocarmwfrst.ie](mailto:cesupervisor@ocarmwfrst.ie)

- **Sector:** other service activities