



IRD North Mayo West Sligo Ltd



#CES-2442725

ENNISCRONE DISTRICT COMM DEV L, Unit



1, Castle Pk Ho, Enniscrone Ent Ctr, Co. Sligo,  
F26 E060



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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## Property Caretaker

### 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.

We are currently seeking a diligent and proactive individual to join our team as a Property Caretaker for our Enterprise Centre and Family Resource Centre. The ideal candidate will be responsible for ensuring the cleanliness, safety, and maintenance of the premises, as well as providing assistance to tenants and visitors as needed. This role requires a hands-on approach, strong communication skills, and a commitment to maintaining a welcoming environment for all.

Responsibilities:

Property Maintenance:

- Conduct regular inspections of the premises to identify maintenance needs, safety hazards, and cleanliness issues.
- Perform routine maintenance tasks such as cleaning, painting, landscaping, and minor repairs.
- Identify for management any larger maintenance projects and repairs.
- Ensure proper functioning of plumbing, electrical, and other facilities equipment.
- Respond promptly to maintenance requests from tenants and address issues in a timely manner.

Security and Safety:

- Monitor the premises to prevent unauthorised access, vandalism, and theft.
- Enforce security protocols and procedures to maintain a safe environment for tenants, visitors, and staff.
- Conduct regular safety inspections to ensure compliance with building codes and regulations as

outlined by management.

- Maintain records of security incidents, maintenance activities, and safety inspections.

#### Tenant and Visitor Assistance:

- Greet tenants and visitors in a friendly and professional manner and provide assistance as needed.
- Serve as a point of contact for tenant inquiries, complaints, and requests for information.
- Assist with the coordination of events, meetings, and activities hosted at the centre.

#### General Administration:

- Maintain accurate records of maintenance activities, inventory, and expenses.
- Order supplies and equipment needed for maintenance and cleaning tasks.
- Perform other administrative tasks as assigned by management.

#### Qualifications:

- Education or training in property management or facilities maintenance preferred, but not essential as full training will be provided.
- Proven experience working in a similar role, preferably in a commercial or community centre setting, but not essential as full training will be provided.
- Strong understanding of building maintenance practices, safety regulations, and security protocols.
- Excellent communication and interpersonal skills, with the ability to interact professionally with tenants, visitors, and staff.
- Basic computer skills and familiarity with property management software/tools.

- **Sector:** construction