



Rossinver Youth & Community Project Limited



#CES-2443183



THE MARKET HOUSE, Main Street,
Blacklion, Co. Cavan, F91 PKV1



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



15/04/2026



27/05/2026

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](#)



Open your camera app & point here to view this ad online



Housekeeper & Receptionist - Blacklion Co Cavan

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.

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Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Key Tasks:

Cleaning tasks such as dusting, mopping, sweeping, waxing floors and vacuuming

Refilling supplies such as toilet paper and paper towels

Cleaning spills, broken glass and other messes up as quickly as possible

Coordinating duties with other users

Performing maintenance activities related to cleaning such as ensuring bathrooms are sanitary

Ensure reception area is neat and tidy and always conforms to the highest standards of customer care

Ensure all rooms and spaces are neat and tidy and conform to the highest standards of customer care

To ensure rooms are ready and have adequate facilities for users

To ensure there are adequate hospitality facilities available for users

To provide hospitality services to visitors to the Market House in accordance with Customer Care

To attend reception and to provide occasional administrative support

To support Market House staff in preparation for events and activities as required

Adhere to health and safety policies and procedures and practices

Essential skills include:

Great interpersonal and communication skills

Proactivity and the ability to work independently with minimal supervision

Knowledge of health and safety standards and the ability to handle cleaning chemicals safely

Excellent time management skills, ability to multitask and maintain schedule while responding to

incidents

Ordering new cleaning supplies as needed

General:

To provide support to other staff in the Market House

To undertake training and attend meetings as required and as directed by the BOM

To carry out duties in line with company policies

Job holder will ensure confidentiality and privacy are adhered to at all times.

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