



Sodexo Ireland



#JOB-2444337



Dublin 7,



No of positions : 1



Paid Position



39 hours per week



15.59 Euro Hourly



23/04/2026



06/05/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.sodexojobs.co.uk/jobs/caretaker-in-dublin-7.13599>



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



Caretaker

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Full time

39 hours per week

€15.59 per hour

Opportunities for career development

Plus our Sodexo employee benefits package

Caretaker

Dublin 7 - Full time

Operational excellence begins with you.

At Sodexo, we're passionate about our people. We know that our teams are the key to delivering exceptional service and creating quality experiences for our clients, customers, and employees. Build a name with big-name businesses.

What you will do:

Be a friendly face, assisting employees, clients, and visitors with warmth and professionalism.

Maintain a tidy and inviting environment, across areas such as meeting rooms, communal kitchen/coffee areas, mail room and lobbies.

Carry out general maintenance and minor repair work across the offices including in the public areas.

Perform routine inspections of the building, fixtures, and fittings; identify defects and report or rectify as appropriate.

Respond promptly to reactive maintenance requests and emergencies (e.g., leaks, faults, minor damage).

Assist with office moves, furniture reconfiguration, and setup of meeting rooms/events.

Undertake basic electrical tasks where competent (e.g., replacing lamps, testing emergency lighting) in line with regulations.

Coordinate with and supervise external contractors when required; ensure work is completed to standard.

Maintain plant rooms, storage areas, and workshops in a tidy and safe condition

Support facilities operations including waste management, deliveries, and asset tagging.

Keep accurate records of work completed, materials used, and inspections.

Ensure all work complies with Health & Safety policies, risk assessments, and statutory requirements.

Follow all Health & Safety procedures, COSHH, and safe systems of work.

Use tools and equipment safely and ensure they are maintained.

Report accidents, incidents, and near-misses promptly.

Support compliance activities such as fire safety checks, PAT testing coordination, and workplace inspections

Respond promptly to incoming service requests from clients and colleagues.

Keep our teams safe by having a close eye on Health & Safety practices, reporting issues as required.

Collaborate with internal teams to support a seamless workplace experience.

Handle incoming communications and ensure messages are delivered accurately and efficiently.

What you will bring:

Previous experience in a similar client facing role is a plus, but excellent interpersonal and communication skills are the key

A positive, energetic and proactive attitude

Strong organisational abilities and attention to detail

Sodexo reserves the right to close this advert early if we are in receipt of a high number of applications

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

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 5 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)

(Desirable)

- **Ability Skills:** Interpersonal Skills, Skilled Trade(s)
- **Competency Skills:** Collaboration, Teamwork