



St. Marys and Peters CE Scheme - Arklow



#CES-2444455



Árus Lorcaín, Castle Park, Arklow, Co.

Wicklow, Y14 R822



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



23/04/2026



04/06/2026

## 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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## Cleaner and Hospitality Support Worker

### 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.

Our Organisation: Saints Mary and Peters CE Scheme; provide a range of support and services for our local community. The scheme is based in Árus Lorcaín, Arklow.

It is a place in which the participants in the scheme can gain valuable work experience and training, and they can acquire a sense of belonging; a place to share experiences and involvement with others, gain confidence, and knowledge, and develop confidence and interests.

Our aim: is to enhance employment and educational opportunities for our participants.

Duties to include; to meet and greet people in our Community Centre, serving teas and coffee, cleaning of the centre and other domestic duties as assigned.

This position involves some evening work.

The role of the Cleaner and hospitality assistant is crucial in the smooth running of a busy and active community centre:-

To clean corridors, communal areas e.g. function rooms/visitor rooms and bathrooms on a daily basis, including floors, surfaces and bins in line with the work plan.

To ensure an adequate supply of essential cleaning and hygiene items are available in sections of

Arklow Parish.

To ensure all equipment and chemicals are used solely according to manufacturers' instructions.

To ensure a high standard of cleanliness, hygiene and attention to detail is maintained throughout.

To meet and greet individuals and groups and escort them to previously prepared meeting and function rooms.

To prepare food, teas coffee and other refreshments according to set recipes and meal plans.

To serve food, teas coffee and other refreshments from the kitchen area at function times.

To adhere to HACCP guidelines in preparing food, maintenance of a hygienic kitchen environment and in choice of attire for work.

To undertake any other reasonable duty delegated by management from time to time.

To be familiar with Arklow Parish Policies and St Mary & Peters CE Scheme Policies, their ethos and to abide by these.

To comply with health and safety, fire and other statutory regulatory requirements To attend staff meetings as required.

To participate in training programmes.

To maintain confidentiality in relation to the personal and private affairs of all persons.

To adhere to Arklow Parish policies and procedures at all time.

To study Arklow Parish Health & Safety Statement and to adhere to the same.

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