



Tomacork Community Employment Ltd



#CES-2446205



Carnew Training and Dev Ctr, Carnew,
Wicklow, Y14 FW30



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



06/05/2026



17/06/2026

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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Caretaker/General Office Duties - Carnew - CE Scheme

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.

Caretaker/ general office duties required. Duties include cleaning of kitchen, bathrooms and training rooms. preparation and decommissioning of training rooms before and after courses. Also carrying out light painting and repairs. Opening & Locking Center on occasion & key holding responsibilities, maintenance of storage rooms and files, general office duties to include shredding and filing on occasion

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