



INOUClg



#CES-2448615



IRISH NAT ORGANISATION OF THE , Araby
House, 8 Richmond St N, Dublin 1, D01 WY49



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



15/05/2026



26/06/2026

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 - Dublin 1

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.

Working to the Building Manager/ CE Supervisor, the main purpose of this post is to provide a caretaking service in a large 2-storey Georgian building in Dublin 1.

Duties to include

- Ensuring that the internal fabric of the building is kept in good order
- Sweeping and keeping clean the area immediately outside the building
- Undertaking general cleaning duties as necessary
- Painting/re-painting internal areas/surfaces/furniture/fittings as necessary
- Repairing furniture/doors/windows and other internal fittings as necessary
- Maintain an overview of the heating and general plumbing systems and reporting/repairing any faults as appropriate
- Purchasing any necessary tools, cleaning equipment and other relevant items as necessary or as directed

Knowledge, Skills and Aptitudes

- Undertaking Health and Safety training as required
- Good problem-solving skills
- Good practical abilities an advantage

Other

- Participating in Team/Staff Meetings
- Assisting with the carriage of items as requested
- Assisting in the running of INOU events e.g. conferences/launches
- Undertaking other duties as may reasonable be requested

For more information contact laura.rossney@inou.ie or 086 837 3988. Normal recruitment process will apply. If you would like to join our team, ask your local Intreo to apply with vacancy number: CES-2448615.

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