



Community Outreach Team - Limerick City

Partnership



#CES-2452598



P.A.U.L. PARTNERSHIP, Unit 25A, The Tait

Bus Ctr, Co. Limerick, V94 WY42



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



09/06/2026



21/07/2026

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 - PAUL Partnership Tait Business Centre

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.

As Key Holder you will be responsible for the daily opening and or closing of the three offices and ensuring security of these offices. You will help in the setting up of meeting rooms, organise seating as directed, you will also keep these meeting rooms clean and tidy. Hours of work are, afternoon shift 1.30 to 5.30, plus morning shift 8.30 to 12.30, plus a variation of hours as needed by the service. You will be required to collect and frank post from the various offices and ensure this is forwarded for collection by An Post. Some hand deliveries will be part of your regular duties. You will be required to carry out minor general maintenance on an ongoing basis including painting. You will be responsible for the daily rubbish removal to the Tait skips. You will have a genuine interest in your own Training and Development and you will be expected to work towards a Major award QQI. over a 3 year period; If this vacancy appeals to you, all you need to do is contact the CE Supervisor on 061-419388, alternatively you may ask your LAES Caseworker or Intreo Caseworker to put you forward for this position. Garda Vetting is not required for this Job.

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