



MAHON COMMUNITY DEVELOPMENT

LIMITED



#CES-2453869



Mahon Comm Ctr, Ave De Rennes, Mahon,

Cork, Co. Cork, T12 HP40



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



17/07/2026



28/08/2026

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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CE Caretaker (Mahon Community 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.

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.

Mahon Community Centre is open from 9am to 10pm. This will lend flexibility to working hours.

Caretaking duties will include opening and closing of the centre for meetings and events. General maintenance internally and externally.

Vacuuming, cleaning, dust rooms, maintain hygienic standards in building, interior paintwork maintained and removal of waste to designated external area.

Other duties may apply, such as greeting members of the public and taking phone messages in reception area.

Other duties include, setting up rooms for activities, meetings etc. Ensuring emergency exits are clear during events and familiarise with training and fire evacuation procedures.

Health and safety material will be supplied to enable successful applicant to compete the work.

Reporting to the centre manager and board members of the centre.

This position is subject to Garda vetting, including international police clearance where necessary and 2 References.

If you have any queries about the job please contact the CE Supervisory team at Mahon CDP. angela@mahoncdp.com, audrey@mahoncdp.com or phone 021 -4359070, 085-8721773

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