



Sodexo Ireland



#JOB-2454750



Co. Dublin,



No of positions : 1



Paid Position



40 hours per week



50000.00 Euro Annually



23/06/2026



21/07/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.sodexojobs.co.uk/jobs/house-manager-in-dublin.17185>



Open your camera app & point here to view this ad online



House Manager

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

The Role

As House Manager, you will be responsible for ensuring the smooth and efficient running of both residences. You will oversee operational services, health and safety, regulatory compliance, administration, and financial management while upholding the values and ethos of the Religious Order.

Key Responsibilities

Operational Management

Manage the daily operations of both houses.

Coordinate housekeeping, catering, maintenance, and support services.

Ensure a safe, welcoming, and comfortable environment for residents and visitors.

Manage relationships with external contractors and service providers.

Health, Safety & Compliance

Promote and maintain a strong health and safety culture.

Conduct regular audits, inspections, and risk assessments.

Ensure compliance with relevant legislation and best practice standards.

Maintain training and compliance records.

Food Safety

Oversee catering and kitchen operations.

Ensure compliance with food safety regulations and HACCP requirements.

Maintain high standards of hygiene, nutrition, and food service.

Regulatory Compliance

Support compliance with HIQA Standards and regulatory requirements.

Assist with inspections, audits, and quality improvement initiatives.

Maintain accurate compliance documentation.

Administration & Financial Management

Manage administrative systems and records.

Prepare reports and support governance requirements.

Assist with budgeting, invoice processing, and financial monitoring.

Maintain accurate expenditure records.

Stakeholder Engagement

Build positive relationships with residents, staff, families, healthcare professionals, and external agencies.

Respond professionally and sensitively to queries and concerns.

Support a positive and respectful community environment.

About You

Essential Requirements

Experience in a management or supervisory role within residential, healthcare, hospitality, or similar environments.

Excellent organisational, communication, and interpersonal skills.

Strong knowledge of health and safety legislation and best practice.

Understanding of HIQA Standards and quality assurance processes.

Food Safety/HACCP qualification or equivalent experience.

Experience with budgeting, bookkeeping, or financial administration.

Strong IT skills, including Microsoft Office.

Ability to work independently and manage multiple priorities.

Desirable

Qualification in Management, Healthcare, Hospitality, Business Administration, or a related discipline.

Experience in a care home or regulated residential setting.

Knowledge of safeguarding and risk management.

Experience working within a faith-based, community, or values-led organisation.

Personal Qualities

Professional, reliable, and discreet.

Compassionate and respectful of the ethos of the Religious Order.

Flexible and adaptable.

Strong leadership, problem-solving, and decision-making abilities.

Able to maintain confidentiality and exercise sound judgement.

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

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 5 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)

(Desirable)

- **Ability Skills:** Administration, Interpersonal Skills
- **Competency Skills:** Collaboration, Teamwork