



Gorey Adhoc Community Facilities Limited



#CES-2459011



COIS DOIRE COMMUNITY CENTRE, Cois
Doire, Gorey, Co. Wexford, Y25 C567



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



20/07/2026



31/08/2026

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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online



Operations Assistant Meals on Wheels

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.

The role includes a variety of administrative and food delivery tasks for the Meals on Wheels group including:

- Schedule, organise and deliver daily/weekly meals to service users
- Maintain accurate and updated client records (e.g. addresses, dietary needs etc)
- Provide general administrative support
- Handling queries and correspondence
- Supporting our volunteers, staff, service users and families with daily operations
- Ensuring timely and accurate delivery of services in the local area to include meal deliveries, management of deposit return scheme
- A full valid driving licence is required for this post as you will be insured on the charities van for deliveries

****Garda vetting is required for this post****

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