



DRUMSHANBO BALLINAGLERA AMENITY

CO. LIMITED



#CES-2460539



The Food Hub, Carricknabrack, Drumshanbo,

Co. Leitrim, N41 EK82



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



28/07/2026



08/09/2026

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 Mayflower 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.

1. To take care of and maintain the premises, furniture, equipment and fittings and ensure that they are kept to an agreed/appropriate standard and condition
2. Set up the training rooms for training courses and meetings
3. To keep in safe custody the keys of all rooms in the building and to ensure that no unauthorised person has any access to any part of the building
4. To open and close the premises as directed
5. To note and arrange for the receipt of stores, oil and other materials for general use, and for the transfer of stores, equipment and similar materials
6. To monitor the level of heat in the premises during the year.
7. General Housekeeping

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

