



The Fingal ICTU Centre for the Unemployed



#CES-2460547

FINGLAS YOUTH RESOURCE CENTRE,



Mellowes Road, Finglas West, Dublin 11, D11
P654



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](#)



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



Porter/Maintenance Person

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.

Assisting with general security and safety of the premises.

Opening and closing the youth centre and sections therein as directed and maintaining in safe custody all keys entrusted.

Supervising premises at times when third parties are using the premises and overseeing the signing of a register on entry and exit and ensuring that only authorised personnel are on the premises.

Arranging and preparing rooms for usage. Also returning rooms to original state when not in use.

Welcoming visitors and young people to the Centre.

Ensuring all materials and equipment enter and leave the building with proper authorisation.

Accepting delivery of goods and recording receipt.

Monitor video surveillance

Carrying out designated light maintenance as directed.

Assisting the cleaner with heavy cleaning duties or carrying out specific cleaning duties e.g. sweeping and mopping the hall.

Assisting the receptionist and other core staff in terms of security and general relations with participants.

Basic building maintenance and repair.

To follow Finglas Youth Resource Centres guidelines on Child Protection and to have regard for the need to work in a confidential manner.

To be available to work in a flexible manner.

Bring to the attention of management any matter for which it is responsible.

Any other reasonable duties relevant to the post.

- **Sector:** other service activities