



Youth Work Ireland (Galway Youth Federation)



#CES-2464860

IRISH SOCIETY FOR PEOPLE WITH , Tigh



Ronain, 36 Laurel Pk, Newcas, Co. Galway,
H91 HX97



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



19/08/2026



30/09/2026

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 (Galway City) Galway Autism Partnership

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 Caretaker plays a vital role in the smooth day-to-day running of Galway Autism Partnership. The successful candidate will be responsible for the maintenance, security, and general upkeep of the building and grounds, ensuring a safe, clean, and welcoming environment for staff, volunteers, and service users at all times.

Key Responsibilities

Building Maintenance & Upkeep

Carry out routine maintenance and minor repairs to the building, fixtures, fittings, and equipment (e.g. painting, plumbing, joinery, and general DIY tasks)

Identify and report any significant maintenance issues or defects to the manager

Carry out regular inspection of the building and grounds to ensure everything is in good working order

Cleaning & Presentation

Ensure all internal & external areas are kept clean, tidy, and well-presented at all times

Ensure waste and recycling is managed correctly and collections are not missed

Security & Access

Open and close the building in line with agreed schedules

Manage keys, access codes, and security systems responsibly

Act as a first point of contact in the event of a security concern or alarm activation

Health & Safety

Assist in maintaining compliance with health and safety legislation

Ensure hazardous materials (e.g. cleaning chemicals) are stored and handled correctly

Ensure any equipment is stored properly.

Keep accurate records of maintenance checks, inspections, and incidents

Room & Event Set-Up

Set up and pack down rooms for meetings, events, classes, and community activities as required

Move furniture and equipment safely in line with room bookings and event schedules

Ensure equipment, heating, and lighting are functioning ahead of scheduled bookings

General Duties

Accept and sign for deliveries; notify relevant staff members

Monitor and manage utility systems (heating, water, electricity) and report issues promptly

Support the organisation during busy periods, events, or emergencies as required

Any other duties reasonably requested by management in line with the role

Person Specification

Previous experience in a caretaking, facilities, maintenance, or similar hands-on role desirable.

Practical DIY and maintenance skills (painting, basic plumbing, minor repairs) desirable.

Attention to detail is paramount

Ability to work independently and use own initiative

Reliable, punctual, and flexible — including early mornings and occasional weekends

Good communication skills and a friendly, approachable manner with the public

Ability to prioritise tasks and manage time effectively

Full clean driving licence desirable,

Experience working in a community, voluntary, or charity sector environment desirable.

Relevant Health and Safety (Manual Handling, Fire Safety) desirable,

- **Sector:** other service activities