



Sutton Dinghy Club CE Project Ltd



#CES-2467107

BALDOYLE FAMILY RESOURCE SERVI,



Murray House, Grange Rd, Baldoyle, Dublin

13, D13 TE80



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



02/09/2026



14/10/2026

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



Caretaker/Meals on Wheels - Baldoyle Family Resource 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.

Key Areas of Work:

- Delivery of meals on wheels on their assigned days,
- Ensure rooms are properly set up for courses or groups and counselling sessions in the evening, including setting out tea/coffee when necessary, tidying up afterwards, and turning on and off heating,
- Take cash payments and organise sign in sheets for courses and meals on wheels service,
- Meet and greet counsellors and their clients in the evenings to direct them to the appropriate location, providing security when requested/required,
- Opening up in the morning and locking up the premises securely in the evenings,
- Emptying bins and organising recycling of waste,
- Helping to clean and maintain the offices, community/counselling rooms and toilet facilities and carrying out minor repairs,
- Attend regular work supervision with the Administrator, and
- Any other duties as assigned.

Desirable Qualities:

- Trustworthy- in terms of timekeeping and also with money,
- Good interpersonal skills and a friendly welcoming manner,
- Must be able to respect confidential information about our clients etc,
- Flexibility- if there is a task to do, or an event to cover, and
- Car Owner- Full Driving License

- **Sector:** other service activities