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Intreo

MILLTOWN COMMUNITY COUNCIL LIMITED

#CES-2467279

Co. Galway,

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

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.

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Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Duties to include:

- Maintain the building well repairing, painting, and varnishing inside and out as required
- Report any security issues to relevant persons
- Keep all office spaces clean
- Sweeping and washing floors
- Washing windows inside and out
- Putting deliveries away
- Keeping the kitchen clean washing up if required
- Keep changing rooms and toilet areas clean and hygienic
- Prepare rooms for meetings and events which will include moving chairs and tables and assist in assembling stage area
- Ensure lights and heating are turned on and off as required
- Ensure windows and doors are locked and unlocked as required
- Emptying bins and organising bins for bin collection
- Litter picking
- Landscaping and watering plants
- Using PPE as required
- Attend relevant training

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