



Meitheal Community Employment Scheme



#CES-2470170

DROICHEAD FAMILY RESOURCE CTR, The



Old Cbs, W St, Callan, Co. Kilkenny, R95

V380



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



21/10/2026



02/12/2026

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



Front of House/Cleaner/Receptionist Droichead FRC (Meitheal Community Employment Scheme Callan)

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.

Job Description

Position: Front of House / Reception/ Cleaning

Scheme: Community Employment Scheme

Hours: 19.5 hours per week, excluding breaks

Working Pattern: Four days per week, with a flexible rota

Role Purpose

The CE participant will provide front-of-house, reception and cleaning support to help maintain a welcoming, clean and safe environment for visitors, service users, staff and volunteers.

The role will involve a mixture of reception duties and general cleaning and upkeep of the premises.

The working rota will be flexible and agreed in line with the needs of the organisation and the participant.

Main Duties

Front of House / Reception

- Welcome visitors, service users and members of the public in a friendly and helpful manner.
- Answer the telephone and direct calls or take messages as appropriate.
- Provide basic information and assistance to visitors.
- Direct visitors to the appropriate staff member, room or service.
- Assist with general reception duties.
- Receive and distribute post and deliveries.
- Keep the reception and entrance areas clean, tidy and welcoming.

- Assist with room bookings and basic administrative tasks where appropriate.
- Report any issues or enquiries to the relevant staff member.

Cleaning Duties

- Clean and maintain reception, communal and designated areas.
- Clean floors, surfaces, furniture, doors and other appropriate areas.
- Clean toilets and shared facilities as required.
- Empty bins and dispose of waste appropriately.
- Replenish toilet and cleaning supplies.
- Assist with setting up and tidying rooms before and after meetings or activities.
- Ensure public and communal areas are kept clean and presentable.
- Report any maintenance issues, damage or hazards to the appropriate person.

Health and Safety

- Follow all health and safety policies, procedures and regulations.
- Use cleaning equipment safely and correctly.
- Ensure cleaning agents are used, labelled and stored correctly.
- Follow instructions and training provided for the safe use of equipment and cleaning products.
- Report accidents, hazards, damaged equipment or other health and safety concerns promptly.
- Maintain a safe and clean working environment at all times.

Other Duties

The participant may be asked to carry out other reasonable duties that are appropriate to the CE placement and within their level of training and ability.

The role will provide an opportunity to develop skills and experience in customer service, reception, communication, organisation, cleaning, health and safety and working as part of a team.

Garda Vetting: Not required for this position.

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