



Finn Valley Community Scheme Ltd



#CES-2472043



CAKE Centre, Oaktree Business Park,
Railway Rd, Killygor, Co. Donegal, F93 RWT3



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



25/09/2026



06/11/2026

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



Security/Caretaker - Evenings

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.

Security/Caretaker

Key Responsibilities

- Goal: Create a welcoming clean space through fun, safe, and useful local activities.

- Location & Hours: Killygordon Cake Centre, Mon-Fri 19.5 hours per week.

The Role:

- General Cleaning: Sweep, vacuum, and mop hard floors and carpeted areas in halls, rooms, and corridors.
- Restroom Maintenance: Clean and disinfect toilets, sinks, mirrors, and floors; restock soap and paper goods.
- Kitchen Upkeep: Wipe down counters, clean sinks, and maintain appliances like microwaves and fridges.
- Waste Management: Empty internal and external bins, replacing liners and moving waste to designated collection points.
- Surface Care: Dust furniture, windowsills, ledges, and high-touch areas like door handles and light switches.
- Facility Support: Report building defects, security concerns, or repair needs to management
- Planning: Set up rooms according to plans/weekly schedule for room use, club meetings, and

special programs.

- **Hosting:** Greet visitors, give building tours, and run day-of event setups including health and safety.
- **Outreach:** Talk with local groups, gain permission for photos and videos for social media posts.
- **Support:** Help manage community volunteers and staff during large gatherings.
- **Admin:** write simple post-event reports
- **Key Holder:** Be responsible for opening and locking up the CentreBe responsible for opening and locking up the CAKE Centre.

Requirements & Qualifications

- **Experience:** Previous professional cleaning or janitorial experience preferred.
- **Physical Stamina:** Ability to stand, bend, walk, and lift cleaning equipment or supplies.
- **Reliability:** Punctual, trustworthy, and able to work independently with minimal supervision.
- **Safety Awareness:** Proper handling and storage of cleaning chemicals and adherence to health and safety guidelines
- **People Skills:** Friendly style and good listening habits.
- **Organization:** Ability to track many small tasks at the same time.
- **Flexibility:** Willing to work some evenings or weekends when events happen

Location: Killygordon Cake Centre

Hours: 19.5 hours per week, Monday–Thursday – 6pm-10pm Friday 6pm-9.30pm

If you're ready to help keep our community space clean, welcoming and full of activity, we'd love to hear from you!

Interested? Get in touch for more information or to apply.

Call Rebecca on 087 2201773 or email fvcesupervisor@gmail.com

- **Sector:** accommodation and food service activities