



GLIN HOMES FOR THE ELDERLY LTD



#CES-2473439



CLOVER FIELD DAY CARE CENTRE, Clover
Field, Glin, Co. Limerick, V94 K5D5



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



05/10/2026



16/11/2026

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](#)



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online



Secretary/Meals on Wheels Administrator

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.

General office and administration duties

Answering telephone calls and taking messages

Recording Meals on Wheels orders and cancellations

Updating client details and delivery lists

Supporting kitchen staff with the daily running of the Meals on Wheels service

Assisting with other duties as required

Applicants must provide suitable character references and be prepared to complete the Garda vetting process.

This position would suit someone who is dependable, willing to learn and comfortable working as part of a team.

Full support and guidance will be provided. No previous experience is necessary.

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