



SOUTHSIDE TRAINING AND
DEVELOPMENT LIMITED



#CES-2473458



SMA PARISH COMMUNITY CENTRE, Wilton,
Cork, Co. Cork, T12 AX94



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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Caretaker - SMA Parish Centre, Wilton.

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.

Job Description:

Security - Use Fire Safety and Evacuation procedures at all times. Ensure all lights and heating are working effectively. Patrol the building/area. Keep the working environment free from hazards. Use approved and safe methods for lifting and handling heavy or bulky items. Ensure that all windows and doors are locked, and that the building is empty before leaving the building. Ensure that all lights are switched off before leaving work. Also ensure that all kitchen apparatus is switched off prior to going home.

Skills - General Repairs and Maintenance.

Check that light, bulbs, plugs, switches extension leads are in working order and replace where necessary.

Report any defects of building, furniture, fittings and equipment as required to Manager. Ensure that the toilets are in good order for use (both for public and staff). Replace toilet paper roll and soaps when necessary. You will need to work on your own initiative as well as part of a team and be able to take direction when needed.

Touch-up of Painting.

Use dust sheets at all times when painting. Clean and wash brushes after use. Place wet paint signs in appropriate areas. Touch up any affected areas around the building. Carry out any other

related duty as assigned by the Manager.

Other Related Duties.

Check list for room allocation/liasing with Group Leader. Clear and set up rooms, according to various requirements of training/courses. Assist Group Leader with equipment and materials. Liaise with staff for any queries.

Dealing with the Public.

Be courteous and professional at all times. There is a necessity to assist with Bingo each Monday. Hours are 19.5 per week.

Location: SMA Parish Centre, Wilton, Cork. If interested in this position please contact your local Intreo office in order to be put forward for this vacancy. If you have further queries please contact 021 4345583

- **Sector:** human health and social work activities