



St. Marys and Peters CE Scheme - Arklow



#CES-2473518

SANTS MARY & PETER COMM EMPLOY,



Árus Lorcáin, Castle Park, Arklow, Co.

Wicklow, Y14 R822



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](#)



Open your camera app & point here to view this ad online



Cleaner and Hospitality Worker

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.

Purpose of the Job: Our Organisation: Saints Mary and Peters CE Scheme; provide a range of support and services for our local community. The scheme is based in Árus Lorcáin, Arklow. It is a place where participants in the scheme can gain valuable work experience and training, and acquire a sense of belonging. This is a place to share experiences and involvement with others, gain confidence, and develop interests.

Our aim: is to enhance employment and educational opportunities for participants on our scheme and for people living in the local community.

This position is based in Arklow Cancer Support, which offers confidentiality, understanding, and an open door to the community. They provide free practical and emotional support to those who find themselves affected by a cancer diagnosis.

The Role of the Hospitality Support and Cleaner in the Arklow Cancer Support CE Scheme is to assist in the smooth operation of the office and to provide the Local Community with information, support, and advice on matters related to Arklow Cancer Support and the CE Scheme.

Clean corridors, communal areas, e.g., function rooms/visitor rooms and bathrooms daily, including floors, surfaces and bins in line with the work plan.

Stock control of cleaning items

Ensure all equipment and chemicals are used solely according to manufacturers' instructions

Ensure a high standard of cleanliness, hygiene and attention to detail is maintained throughout

Meet and greet individuals and groups and escort them to previously prepared meeting and function rooms.

Prepare food, tea, coffee and other refreshments according to set recipes and meal plans

Serve food, tea, coffee and other refreshments from the kitchen area at function times

Adhere to HACCP guidelines in preparing food, maintenance of a hygienic kitchen environment and in the choice of attire for work

Undertake any other reasonable duty delegated by management from time to time

Be familiar with Arklow Cancer Support Policies and St Mary & Peter's CE Scheme Policies, their ethos, and to abide by these

Comply with health and safety, fire and other statutory regulatory requirements

Attend staff meetings as required

Participate in training programmes

Maintain confidentiality about the personal and private affairs of all persons

Be familiar with the Arklow Cancer Support Health & Safety Statement and adhere to the same

Meet and greet incoming visitors in the office and at reception

Ensure the strictest confidentiality concerning the personal and private affairs of all Clients

Provide Advice, Patience, understanding and support to all clients.

Assisting with hospitality for family and support days for Arklow Cancer Support

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