



BLAKESTOWN COMMUNITY EMPLOYMENT

PROJECT LIMITED



#CES-2473978



Luttrellstown Cc, Porterstown Road, Clonsilla,

Dublin 15, D15 DY29



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



07/10/2026



18/11/2026

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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Centre Support Attendant

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.

General Duties: Carry out hygiene/maintenance duties where necessary on the premises. Ensure the grounds are cleaned. Ensure that rooms are left ready for use. Ensure safety procedures are applied when stacking tables and chairs. Liaise with all user groups regarding allocation of space etc. Ensure that no individual or group places equipment in the storage area without prior approval from the Centre. Ensure that the premises are secured. Ensure that all user groups sign in on arrival and sign out on departure. Notify the Manager/Supervisor of any issues. **Communications:** Deal with people in a courteous and diplomatic manner. Have regular contact with Centre Manager/Supervisor. Communicate, listen and relay information accurately.

Assigned duties / training: Attend all training courses that are necessary in the line of duty. Carry out any additional duties that may be assigned from time to time. Tasks will be assigned from the above list according to placements skills/abilities. Full training will be given on duties where needed.

Position based in Luttrellstown Community Centre, Porterstown Rd, Annfield, Co. Dublin, D15 DY29

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