



PICES (CE Scheme) / Southside Partnership

DLR



#CES-2476599

ROSEMOUNT FAMILY RESOURCE CTR, 3



Waldemar Terrace, Main Street, Dundrum,

Dublin 14, D14 FX79



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



23/10/2026



04/12/2026

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



Caretaker Rosemount Family Resource Centre Dundrum

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.

Purpose Of The Position:

To provide general caretaking & maintenance duties in Rosemount FRC Dundrum & ensure the premises & grounds are clean, safe & well-maintained. Support the smooth daily operation of services & activities for families & community members as required.

Hours Of Work:

19.5 hours per week on weekdays / evenings.

Responsible To:

The Centre Manager on a day to day basis for all centre related activities & PICES Supervisor for all contractual / HR / training & development related issues.

Main Duties & Responsibilities:

The following is not an exhaustive list of the duties associated with the post but is intended for the guidance of the person assigned to the job.

- Open & close the centre as required & report any concerns.
- Secure the premises & activate / deactivate the alarm system as appropriate.
- Set up rooms for meetings, training sessions & events (tables, chairs, projectors etc.).
- Ensure daily cleaning of communal areas, offices, toilets, kitchen & meeting rooms.
- External maintenance & cleaning including the garden, car park & bin storage areas.
- Carry out basic maintenance repairs / general upkeep in the centre as required.
- Manage the storage supplies area & re-stock hygiene & cleaning supplies (soap, toilet paper, sanitizers etc.).
- Ensure that fire safety equipment is accessible & fire exits are kept clear.
- Support waste management & recycling efforts.
- Assist with the preparation of tea & coffee for classes / groups using the centre.
- Health & Safety checks in the centre including the completion of safety checks & maintenance records.
- Commitment to confidentiality & respect for clients / staff in the centre.
- Carry out other various duties as requested by the Centre Manager.
- To attend PICES team training and meetings as required.

The person employed in this position will also be required to participate in training programmes as appropriate, to participate in staff meetings, to work as part of a team and to perform other relevant duties as appropriate. Personal protective equipment will be provided as appropriate.

Candidate Requirements:

- Previous caretaking / maintenance / DIY experience an advantage.
- Basic DIY & maintenance skills.
- Be able to work as part of a team and on own initiative.
- Pleasant, friendly, have a welcoming manner, good communication & interpersonal skills.
- Flexibility with regard to the work roster which will be fixed mainly but could vary from time to time.
- Display an understanding of Health & Safety practices.

For further information contact Tim Reidy, Community Employment Supervisor on 087 3689573 or by email at tim.reidy@sspship.ie

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