



Position: Caretaker
Responsible to: The Manager
Location: Termon Centre, Station Street, Pettigo, Co Donegal

Job Purpose:

The caretaker will ensure that the centre is maintained in an appropriate manner and will provide a key part of the support structure for the activities on offer at the centre.

Duties & Responsibilities:

- General building maintenance and grounds work
- Basic DIY and minor repairs
- Clean all centre areas including offices, stores, toilets, changing rooms & showers, stairs, corridors, gym, reception area, main hall and all furniture/fittings within these areas.
- Replenish paper towels, soap, toilet papers and empty all litter bins.
- Ensure a high standard of customer care is achieved at all times
- Opening and closing the building as and when necessary (ensuring the building is secure & alarmed prior to leaving)
- Supporting the project team in the provision of a variety of programmes for service users
- To undertake other duties as requested by the Manager

Personal Specification:

Eligible persons must fall into one of the following categories:

1. Person in receipt of Jobseeker's Benefit, Jobseeker's Assistance or one parent family payment
2. Persons in receipt of disability allowance, invalidity pension, blind persons pension or other disability benefit
3. Travellers in receipt of Jobseeker's Benefit or Jobseeker's Assistance or one parent family benefit
4. Stabilised and recovering drug misusers
5. People employed from Tús, Community Employment (CE) and Job Initiatives (JI) schemes are deemed eligible
6. Ex-prisoners

Essential Experience, skills and aptitudes:

- Committed to a high quality service to the users of the centre
- A friendly approach together with flexibility and adaptability
- Ability to work as part of a small team
- Reliability, confident, trustworthy, hardworking and discreet
- A flexible approach to working
- A knowledge and willingness to apply safe working practices
- A knowledge of the use of equipment necessary for carrying out assigned duties

Desirable experience, skills and aptitudes:

- Previous experience of working in a similar role will be a distinct advantage
- HACCP Certification

Hours of Work: The normal working week will be 39 hours, excluding lunch; irregular and additional hours will be necessary on occasions; normal working hours will include evenings, weekends and public holidays.

- Annual leave and public holiday entitlement will be calculated in accordance with the Organisation of Working Time Act, 1997.

General:

1. The postholder will be based at the Termon Centre, Station Street, Pettigo, Co Donegal.
 2. This is a temporary four month contract from 1st June 2018 until 30th September 2018.
 3. Garda Vetting is required for this post.
 4. The appointment will be subject to:
 - a) satisfactory references (one of which should be the present or most recent employer).
 - b) A satisfactory standard of attendance, conduct and performance in the range of tasks involved.
- Salary €19,250 gross per annum