



Job Description for Caretaker, Rediscovery Centre

Job Description	<p>Exciting opportunity for a caretaker to join the Rediscovery Centre’s Dynamic Team. Reporting directly to the Centre Director your role will encompass all aspects of facilities management and support. The successful applicant will have a keen interest in building management and willingness to learn. Duties will include but not be limited to :</p> <ul style="list-style-type: none"> • Assisting with the management and operation of the centre. • General maintenance • Cleaning & Gardening • Quality, Environmental & Health and Safety Compliance • Dealing with suppliers • Delivering public tours of the centre highlighting building features • Adhering to company policies and procedures • Assisting with event management (room set up etc.,)
Person Specification	<p>To be successful in your application for this position you will have an interest in facilities and building management systems. Other required skills and attributes will include;</p> <ul style="list-style-type: none"> • Knowledge & experience of building management • Ability to work in a fast paced environment • Strong work ethic and desire to succeed • Ability to communicate – good written and verbal skills • Good people skills • Keen eye for detail • Positive attitude • Full clean driving licence (Advantage) • Available to work weekends • Willingness to learn and to participate in employee progression programme
Reporting to	Centre Director, CEO & Board of Management
Place of Work	Rediscovery Centre, Boiler House, Main St, Ballymun, Dublin 9
Hours of work	40 hours per week over 7 days (to be agreed with the successful candidate) Initially Monday – Saturday
Salary	€24,000 per annum. Commensurate with experience
Other	The Rediscovery Centre is committed to the personal and professional development of all staff. Training and education will be supported. Garda vetting & medical required.
Eligibility	Person in receipt of Jobseeker’s Benefit (JB), Jobseeker’s Assistance (JA), One Parent Family payment (OPF) or the Jobseeker Transitional Payment



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