# Rediscovery Centre

**Gardening & Facilities Assistant Job Description for CE Work Placement Position (27 Oct 21)**

<table>
<thead>
<tr>
<th>Name of Host Community Organisation</th>
<th>The Rediscovery Centre</th>
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<tbody>
<tr>
<td><strong>Job Title/Position</strong></td>
<td>Gardening &amp; Facilities Assistant</td>
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<td><strong>Reporting to:</strong></td>
<td>Ecostore Supervisor</td>
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<td><strong>Job Purpose</strong></td>
<td>Provide assistance to Facilities team at the Rediscovery Centre</td>
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| **Main Tasks/Duties**               | The successful applicant will have a desire to learn & an interest in excellence in facilities management and will develop skills in this area. Duties will include:  
  - Maintenance of Rediscovery Centre building & campus / grounds  
  - Gardening skills  
  - Upkeep of various eco feature of one of Irelands greenest buildings  
  - General day to day tasks related to running and maintaining a high quality eco destination  
  - General day to day tasks related to running a popular visitor attraction and education centre  
  - Understanding the key company’s messages & ethos and communicating same  
  - Attend and work at a variety of Rediscovery Centre related events & activities, both at the Rediscovery Centre and beyond |
| **Job Training**                    | The participant can expect to develop essential gardening & facility management skills including;  
  - Building management  
  - Gardening and Horticulture  
  - Upkeep of various eco feature of one of Irelands greenest buildings  
  - Customer service  
  - Health & Safety  
  - Energy and Sustainability – waste reduction, energy efficiencies, etc  
  
  Role will include development of a range of other transferable skills which would enhance future job prospects. |
| **Place of Work**                   | Rediscovery Centre, Boiler House, Ballymun Rd, Ballymun, D9 |
| **Preferred days or times of work** | Core hours = Mon – Fri, 9am – 5pm  
  Flexibility with hours required where possible and where adequate notice is provided.  
  Occasional weekend and evening work may be required. |
| Any other work related requirements | Will be required to help out with other Rediscovery Centre related activities and events. |