


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

Name of Host Community Organisation	The Rediscovery Centre 
Job Title/Position	Gardening & Facilities Assistant
Reporting to:	Ecostore Supervisor
Job Purpose	Provide assistance to Facilities team at the Rediscovery Centre
Main Tasks/Duties	<p>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:</p> <ul style="list-style-type: none"> ● 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	<p>The participant can expect to develop essential gardening & facility management skills including;</p> <ul style="list-style-type: none"> ● 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 <p>Role will include development of a range of other transferable skills which would enhance future job prospects.</p>
Please outline how this role may enhance participant's skills and future job prospects:	Role will include development of a range of transferable skills which would enhance future job prospects and will also include the development of transferable skills in retail, customer care, health & safety & working within a team.
Place of Work	Rediscovery Centre, Boiler House, Ballymun Rd, Ballymun, D9
Preferred days or times of work	<p>Core hours = Mon – Fri, 9am – 5pm</p> <p>Flexibility with hours required where possible and where adequate notice is provided.</p> <p>Occasional weekend and evening work may be required.</p>

Any other work related requirements	Will be required to help out with other Rediscovery Centre related activities and events.
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