

Quarryvale Family Resource Centre Part-Time Housekeeper Job Description

Employer: Quarryvale FRC.
Place of work: Shancastle Avenue and Greenfort Gardens.
Answering to: Centre Manager.
Hours: 22¾ hours/week Monday to Friday, including a 15-minute break/day, current starting time each day is 11.30 a.m. Occasional evening and weekend work can be expected.
Pay: €258/week.
Annual leave: 22 days/calendar year, pro rata.

Responsibilities

To perform all cleaning duties in the FRC, including any rooms occupied on a permanent basis in the Greenfort Centre, (currently one office, one meeting room, and one storage room). Cleaning duties in the Shancastle Centre will be daily; in the Greenfort Centre approximately two to three times a week, subject to change.

To keep a record of cleaning materials used.

To stocktake relevant materials on a regular basis and ensure supplies are ordered in a timely fashion.

To keep relevant records, e.g. in relation to fridge temperatures and food temperatures.

To set up and clear rooms in both centres for meetings, training etc. as needed.

To prepare coffee and tea, snacks, lunches etc. for centre activities as needed.

To prepare snacks and food in the childcare service as needed.

To answer the phone and take messages as needed.

To answer the door and welcome people as needed.

To help with opening and locking up the premises.

To attend all training and development modules arranged by management in order to enhance your job skills.

To operate a code of good practice around Health and Safety issues in relation to yourself and others in the work place, and implement all relevant policies.

To bring to the attention of the Centre Manager or the Childcare Room Leader any discrepancies, concerns, faulty equipment etc.

Any other duties which may reasonably be deemed appropriate by management.

Person specification
Minimum three years' experience of similar work.
Experience of working in a community development setting.
Completed Junior Cert.
Good spoken and written English. Good communication skills.
Courses related to cleaning, hygiene, health & safety, and food preparation are an advantage.
Friendly and professional with an understanding of confidentiality.
Attention to detail and good time keeper.
Works well in a team.
Ability to schedule and complete tasks on their own.

The position is subject to continued CSP funding from Pobal.

To apply please email CV, including proof of eligibility, to: manager@quarryvalefrc.ie by 5 p.m. on Friday 12th of August.

Interviews will take place the week of the 22nd of August.

Shortlisting will apply.