Part Time Centre Attendant

1. **Overview**

Adamstown Youth and Community Centre is a newly established multi-purpose facility. The Sports Hall and Facilities are shared with the local Community and Adamstown Community College. The centre consists of a large Sports Hall, a fitness suite, two all-weather pitches and three community rooms.

Currently, there is a vacancy for 1 Part Time Centre Attendant.

The successful candidate will be given a contract of employment for one year. It must be understood, however, that if the position becomes redundant at any time during the period of the contract or if the funding for the post is discontinued or the post holder fails to perform satisfactorily, employment may be terminated.

1. **Appointment**

The position of Centre Attendant is a twelve month contract renewable subject to funding.

###### Skills Required

* To be a responsible person with good communications skills.
* Be able to work on own initiative.
* Must be punctual and dependable.
* Applicants must supply character references and be prepared to complete a Garda vetting application form.
* Any fitness instructor qualification or training will be an advantage.

###### Probation

There is a probationary period of nine months from commencement of employment, during which the contract may be terminated by either party in accordance with the Minimum Notice and Terms of Employment Acts, 1994 and 2001. Background checks and detailed consideration of references coupled with mandatory Garda Vetting will be undertaken.

###### Location

The positions will be operated in Adamstown Youth and Community Centre.

###### Hours of Attendance

The Centre Attendant will be required to work 19.5 hours per week for part-time role.

The hours of duty are between 9.00 a.m. to 10.15 p.m. and cover the whole week, including Saturdays and Sundays, on a rota basis.

The working hours will be subject to alteration having regard to public demand for the use of the facility.

###### Duties

You will be required to perform duties as specified below and as outlined to you at interview and any other duties which may be assigned to you from time to time as appropriate to your position and qualifications, however core duties will be as follows:

* To ensure the security of the facility and its surroundings including car parks carrying out security tours, viewing cameras etc.
* In a diligent and reliable manner to open and close the facility, setting alarms, key holding, etc.
* To carry out all cleaning duties, including changing rooms, toilets, fitness areas, main hall, windows, both general and dealing with spills etc.
* To support customers and users of the centre in a polite and responsible manner.
* To carry out general reception duties including booking, dealing with customer queries, telephone duties etc.
* To set and prepare conference rooms, meeting rooms and multi-purpose rooms.
* To keep the centre and its surrounding litter free and any grass cut and shrubbery cared for and to maintain any outside pitches or playing courts
* To maintain the centre and carry out decoration and repair where required/appropriate
* To ensure high standards in the Health and Safety at the work place, including the provision of First Aid treatment.
* To ensure that the centre is a safe place at all times.
* To participate in all training programmes provided
* Performing other duties related to the role of Centre Attendant as may be assigned by the Centre Manager.

Uniform / Protective Clothing:

As a condition of employment, Centre Attendants will be required, at all times when on duty, to wear such uniform and/or items of protective clothing as are specified from time to time by the Adamstown Youth and Community Centre Board of Management .

###### Remuneration

Salary will be paid monthly into your bank account less statutory PAYE and PRSI and other appropriate deductions. The rate of pay will be **€12.90** per hour gross.

###### Leave Entitlement

*Annual Leave*

The holiday year runs from January to December. The annual leave allowance for this position is 20 days per annum.

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| **Application Process** | Applications must be made on the official application form embedded herewith. Application forms can also be requested by emailing [jobs.aycc@gmail.com](mailto:jobs.aycc@gmail.com)  Completed applications should be submitted by email to [jobs.aycc@gmail.com](mailto:jobs.aycc@gmail.com) for attention of the Chairperson, Adamstown Youth and Community Centre by 26th of May 2023 |

**Application Form**

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