**JOB DESCRIPTION**

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| **Job Title:** | Housekeeper - Community Services Programme (CSP) |
| **Company:** | **Carmichael Centre for Voluntary Groups** |
| **Department:** | Facilities |
| **Location:** | Carmichael House /Coleraine HouseStoneybatter, Dublin 7. |
| **Reports to:** | Facilities Officer/Facilities Manager/Supervisor on duty |
| **Hours of work:** | 20 hours Monday to Friday 12 noon to 4pm. Flexibility to work other hours & Saturdays as the need arises is expected; time off in lieu will be granted for any excess hours worked. |
| **Job Purpose:** | To provide quality housekeeping services at Carmichael Centre. |
| **Key Responsibilities:** | * Check each morning the daily schedule / bookings for each meeting room.
* Set up and deliver refreshments for meeting rooms as per bookings
* Cleaning tables, chairs and any other furniture / as and when needed
* Ensure all necessary supplies are in place prior to meeting paper, markers, leaflets, information, health & safety announcement cards
* Clearing up afterwards and washing up
* Empty bins and replace liners. Wash as needed.
* Vacuum carpet
* Ensure tables are wiped down and free from all stains
* Ensure chairs are clean and free from dust/crumbs
* Wipe down white ducting
* Ensure window sills and all horizontal surfaces are clean and free of dust
* Check leaflet holders and ensure all documentation is in it’s appropriate place
* Remove any used cups, saucers, cutlery
* Remove any flip chart paper used
* Clean down white board if necessary
* Ensure there are markers for flip chart and whiteboard to hand
* Ensure the room is fresh, clean and ready for set up of next meeting
* Assistance with catering events at the Centre as needed

In the event that there are no meetings;* Cleaning all public areas including toilets, reception, corridors, stairs and landings.
* Reception cover as needed
* Office cleaning as needed

**Other Duties:*** Report any maintenance/ Health & Safety issues to the Facilities Manager or Supervisor on duty.
* To assist the Facilities Manager with spring cleaning projects
* Compliance with the Centre’s recycling policy
* Any other duties that may be required from to time
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| Salary & Benefits | €13.85 an hour 82 hours annual leave |
| Applicationdetails | Please submit a CV of no more than 2 pages and a Cover Letter of no more than one page which addresses your relevant experience to roisin@carmichaelireland.ie by 10th April 2024. |

This job role is supported by the Department of Rural and Community Development and Pobal through the Community Services Programme.