**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 House  Stoneybatter, 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 |
| Salary & Benefits | €13.85 an hour  82 hours annual leave |
| Application  details | 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.