



PAVEE POINT
TRAVELLER AND ROMA CENTRE

VACANCY: GROUNDS AND BUILDING MAINTENANCE WORKER

This is a Traveller Community Employment Position which consists of 19.5 hours per week. To qualify you must be over 18 years of age and be in receipt of a social welfare payment.

Overall Role

The central role is to ensure a safe working environment for all staff in Pavee Point Traveller & Roma Centre.

Key Tasks

- To coordinate the overall smooth running of the building
- To fulfill any contractual obligations as required

The main areas of work are:

- Maintenance of the building on a day to day basis
- Ensure all rooms and equipment are kept clean and tidy and safe
- Setting up of rooms for seminars, meetings etc.
- Maintaining outside grounds
- Ensuring the premises is opened and locked both morning and evening
- Checking in of goods delivered
- Taking of the post to An Post
- Application of Pavee Point internal policies
- Working as part of the Pavee Point team to forward the organisational goals and objectives, including participation and contribution to subgroups, and internal systems
- Undertake duties as required by the Pavee Point Management Committee and Co Directors
- Available to work flexible hours when necessary

REPORTING RELATIONSHIP

Report directly to the Director of Operations of Pavee Point

Job Location- Pavee Point Traveller & Roma Centre, Dublin 1.

To apply – Complete the Pavee Point Application Form and email to lee.davis@pavee.ie

Deadline – 5.00pm, Friday 17th of May 2024.