



**JOB TITLE:** Caretaker  
**JOB HOLDER:** Vacant  
**REPORTS TO:** Facilities Manager  
**LOCATION:** Cairde le Cheile, The Vestry, St Conals Church, Letterkenny  
**Salary - €22k per Annum.**

### **1. The Organisation:**

Cairde le Cheile are a registered charitable (Limited company, no share capital, not for profit) organisation based at St Conals Church, Letterkenny, Co Donegal. They provide sporting, social and employment opportunities to people with disability, and services to the elderly, local youth, community groups, and other interested parties.

### **2. Responsibilities:**

- The Caretaker is responsible for the day to day care of The Vestry, including its surrounding grounds.
- The caretaker has direct responsibility for the general maintenance, grounds-keeping, cleanliness, presentation and security of the facility.
- The caretaker must be a motivated, flexible, team player who is able to respond in case of emergencies. It would be highly desirable that the candidate has demonstrable, relevant skills (e.g. electrics, plumbing and carpentry).

### **3. Duties**

- Ensure the safe and efficient operation of The Vestry, its systems (heating, plumbing, fire, security, alarm and electrical) and equipment.
- Responsible for grounds keeping (litter etc).
- The Caretaker will liaise with outside suppliers, calling in an agreed supplier when necessary (approval should be received from the Facilities Manager).
- The caretaker will perform a broad range of cleaning and maintenance work. These tasks can include preparation of function/meeting rooms, moving furniture/equipment, renewing/repairing fixtures, unblocking drains, replacing light bulbs, replacing damaged fittings and painting, etc.
- Order materials as required and ensure the safe storage of all materials within health and safety requirements (the ordering of materials will require the approval of the Facilities Manager).
- Supervises the proper disposal of waste, in an environmentally responsible manner;
- Ensures building and grounds are kept free of litter.
- The caretaker will replenish disposable supplies such as toilet tissue, soap, paper towels.
- Cleans, maintains and stores maintenance equipment after use.
- Maintains current knowledge of all health and safety policies including fire protection requirements and operation of all equipment.
- Keeps appropriate records, including fire register, equipment manuals, work orders, maintenance schedules, inventory of equipment, manuals, maintenance manuals, and work schedules.
- Reports health and safety, security issues to the Facilities Manager.
- Secure water and heating systems during extreme cold weather conditions.
- Supervises any additional staff assigned to the Caretaker.
- Performs any other operational duties as required.
- Liaise with the Facilities Manager to ensure the work being carried out is according to the wishes of the Organisation.

#### **4. Use of tools and equipment**

- The caretaker will be required to use a range of tools in the performance of their duties. Use of tools supplied by Cairde le Cheile, their own tools, or hired tools should be in good condition, suitable for the task, and are subject to the manufacturer's requirements.

#### **5. Related Tasks**

- Co-ordinate the work of any contractors, and any maintenance staff.
- Guarantee opening and closing of the building or grounds.
- Control the keys of the building and rooms in association with the Facilities Manager.
- Control the good conditions and good working, and ensure the supply of material and equipment to facilitate the cleaning, maintenance and hygiene of the building.
- Ensure equipment is switched off when building is vacated.
- When building is in use by a group, ensure that fire exits are identified.



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