

Job Description	
Job Title:	Evening Maintenance Worker (Keyholder)
Name of Employer:	Northside Family Resource Centre

Northside Family Resource Centre, since its establishment in 1987, has sought to respond to the needs of the local community by providing the following:

- structures which facilitate local people to support each other and search for ways to improve the quality of life in the area
- services in answer to the needs of families and family members
- support for those most disadvantaged and socially excluded.

The role is a **fixed term, 12-month, part-time contract for 19.5 hours per week.**

The evening maintenance worker will have responsibility for:

- Overseeing the day-to-day maintenance schedule of the Centres in Ballynanty and Kings Island.
- Cleaning and maintaining of Centres.
- Maintaining gardens and car parks.
- Inspecting the Centres, including heating, cooling, lighting and alarm systems to ensure they are in good working order.
- Performing basic repairs and maintenance tasks as required.
- Sourcing, booking and supervising contractors for major repairs.
- Monitoring cleaning materials, tools, and furniture and reordering as required.
- Managing bookings for any buildings or rooms available for hire.
- Closing of the building at the end of the day and locking all doors and windows when not in operation.
- Adhering to the company's safety policies to create a safe working environment for everyone.
- Keyholder for the company.

General

- Undertake other relevant duties as requested from time to time by the CEO, Coordinators of Services and the Voluntary Board of Management.
- Take responsibility with other staff for the general work of the Centre

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- Adhere to Health and Safety Statement and relevant policies. This includes reporting any concerns regarding onsite and offsite to management in the FRC.
- Undertaking Health and Safety risk assessments for any activities and use of venues in connection with the delivery of services.
- The safety and welfare of children and young people is a key priority. Employees must follow Children First National Guidance for the Protection and Welfare of Children 2017.

Training and Development:

The evening maintenance worker will take part in all mandatory training and development as set out by their line manager. This will include but not limited to:

- Health & Safety Training
- First Aid
- Manual Handling
- Fire Safety Awareness
- Risk Assessment Practices

Person Specification for Evening Maintenance Worker

Job Title:	Evening Maintenance Worker (Keyholder)
Name of Employer:	Northside Family Resource Centre
	This Person Specification is a description of the skills, knowledge and experience required for the position of an Evening Maintenance Worker with Northside Family Resource Centre

Essential	Desirable
<ul style="list-style-type: none"> • Previous experience in maintenance, and highly skilled with various hand and power tools such as hammers, saws, drills, wrenches • Ability to work with a range of contractors when professional repairs are necessary • Communication skills • Time Management Skills • Organisation and follow up skills • Ability to maintain focus while working alone • Experience in performing routine maintenance 	<ul style="list-style-type: none"> ▪ A relevant qualification in a trade e.g. carpentry ▪ Ability to use outlook (email and calendars) ▪ Full driving licence ▪ General knowledge of the services provided by the Family Resource Centre.

How to Apply:

Please **DO NOT** send your CV. Application forms and explanatory notes can be found at www.northsidefrc.ie/vacancies. Only completed application forms will be accepted for shortlisting. Forward application to recruitment@northsidefrc.ie or post to Northside FRC, Clonconnane Road, Ballynanty, Limerick before **23rd October 2024 no later than 12pm**. Informal enquiries can be directed to markryan@northsidefrc.ie

Northside Family Resource Centre is an Equal Opportunities employer.

Terms of Employment	
Job Title:	Evening Maintenance Worker (Keyholder)
Name of Employer:	Northside Family Resource Centre
Place of employment	Northside FRC, Clonconnane Road, Ballynanty, Limerick

Accountability:

The maintenance Worker is an employee of the Board of Management of Northside Family Resource Centre.

The maintenance Worker reports to the Coordinator of Older Person's Services on a daily basis. Final responsibility rests with the Board of Management through the CEO.

Hours of Work:

The post is a part-time, 19.5-hour post, Monday to Friday where the standard working week is between 17:00 to 22:00. The worker will be required for daytime and weekend work from time to time. Payment for additional hours will not be made, however, time off in lieu of hours worked will be granted.

Contract Type

The contract is initially for a 12-month fixed term. Renewal of contract past the initial term is dependent upon continued funding. A 6-month probation period will apply.

Salary:

The salary is commensurate with experience and qualifications. It will in any case be no less than €25,756 (€12,878) pro rata per annum. Weekly and Monthly pay frequency option available.

Pension:

The Company will make a provision for a pension, at the rate of double your contribution subject to maximum of five percent of the gross salary, subject to funding.

Confidentiality:

The Maintenance Worker (Keyholder) will be expected to observe confidentiality at all times in relation to the business of the Family Resource Centre.

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Holidays:

Twenty-five days per annum pro rata plus public holidays, with two additional privilege days (Christmas Eve, and Good Friday).

Garda Vetting:

The position is subject to the completion of a satisfactory Garda Vetting process.