

Galway & Roscommon Education & Training Board: Temporary Caretaker (<https://www.activelink.ie/node/113088>)



gretb

Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
Galway and Roscommon
Education and Training Board

Temporary Caretaker

Department: GRETB Further Education and Training (FET)

Hours: 39 hours per week

Contract Type: Temporary Full Time (2 year)

Weekly Rate: €673.76 – New Entrant - CL0075/2024

The duties attached to the post of Caretaker are, inter alia, as follows:

1. To care for the premises and contents and to prevent, as far as possible, any damage to structure, furniture, equipment and fittings;
2. General maintenance such as waste and composting processing and management;
3. To keep the premises, furniture, fittings in a clean and safe condition;
4. To act as a key holder and respond to fire and burglar alarms;
5. To keep in a clean condition all glass in doors, windows, etc., where same is accessible without the use of long ladders;
6. To see to the heating of the building during the cold period of the year and to maintain the central heating systems in good working order;
7. Monitor oil and energy (gas, electricity) usage;
8. To keep in safe custody the keys of all rooms in the buildings and to ensure that no unauthorised persons shall have access to any part of the buildings;
9. To open and close the centre as directed by the Centre Manager;
10. To be responsible, under the supervision of the Centre Manager, for the planting, care and maintenance (cutting of grass, strimming etc.) of the centre grounds and to prevent trespass thereon;
11. To note and arrange for the receipt of stores, timber, iron, parcels of class and other materials for general use, and for the transfer of stores, equipment and similar transactions;
12. To carry out any minor repairs which may be necessary from time to time and to touch up any breaches in paint on walls, furniture, etc.;
13. To check equipment etc. and report missing or broken tools or furniture;
14. To observe and to assist with updating as required the Galway & Roscommon Education & Training Board Policy Statement of Safety, Health and Welfare at Work in general and in particular the responsibilities of Caretaker.

Application Process/Apply for the position:

All particulars of post and online application process can be found on the GRETB website:

<https://gretbcareers.thehirelab.com/LiveJobs/JobApply/6413?source=1>
(<https://gretbcareers.thehirelab.com/LiveJobs/JobApply/6413?source=1>)

Closing Date: 23/01/2025 12:00 PM

Contact details : All job queries can be submitted to recruitment@gretb.ie (<mailto:recruitment@gretb.ie>).

Region

Galway

Date Entered/Updated

14th Jan, 2025

Expiry Date

23rd Jan, 2025

Attachment	Size
Airíoch - Sonraí Poist (1).doc	85 KB

Source URL: <https://www.activelink.ie/vacancies/education-training/113088-galway-roscommon-education-training-board-temporary-caretaker>