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| lyslogo**JOB DESCRIPTION****Maintenance & Facilities Person** |
| **Employer:** | Limerick Youth Service |
| **Address:** | Northside Youth Space, Ballynanty Limerick. |
| **Job Title:** | Maintenance & Facilities Person |
| Reporting to: | Manager, Northside Youth Space |
| **Funding:** | This Post is funded by Pobal through the Community Services Programme |
| **Overall Purpose****of Job:** | To contribute to the smooth running of the Northside Youth Space by carrying out a range of duties including: maintaining a safe, clean and efficient space, enabling client utilisation of Space in a safe manner. General Maintenance and repairs.  |
| **Primary Duties and** **Responsibilities:** | **Health & Safety*** Maintenance, repair and upkeep of premises to ensure a safe and secure space for all service users.
* Ensure building is clean and presentable to the public at all times;
* Assist in cleaning the premises on a scheduled roster
* Routine inspection and maintenance
* Report to manager on any unresolved issues
* Ensure safe work practices

**Front Desk*** Front desk cover for some evenings and weekends
* Act as Initial point of contact, meeting and greeting clients and service users
* Establish and develop positive relationships with clients and service users to promote space thus generating repeated business and income
* Engage in social enterprise initiatives as directed by Centre manager such as ensuring that maximum use is made of the facility and that bookings are re-occurring.

**Caretaking & Maintenance*** Organising and maintaining the stores;
* Sourcing suppliers and ordering of items
* Act as a key holder with responsibility for closing the building and securing the premises.
* Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate
* Keep report log and liaise with contractors on any breakdowns or additional requirements

**General** * Ability to work around young people. Assisting young people where necessary to use the space in a fun and safe manner;
* Assist as necessary in preparing light hot and cold snacks for groups using the premises
* Attend and contribute to monthly meetings
* To carry out such other related tasks as may be assigned from time to time in consultation with the Manager.
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| **Applicants must have:** | * Ability to work with young people;
* Excellent interpersonal skills and approachable.
* Professional manner at all times
* Trust worthy and reliable;
* Ability to work within a team;
* Ability to work on one’s own initiative;
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| **Hours of Work:** | The normal working week is thirty nine hours. Evening and weekend work will apply. |
| **Holidays:** | The standard Agency policy regarding holidays and sick leave will apply. |
| **Salary:** | €21,294.00 |

