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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. |
| **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; |
| **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 |

