



Administration

Job Title	Employer	Duties/Job Description	Candidate Requirements	Location
Administration/ Reception	Marist Development Group	Administration with computer skills. Answer calls, sending emails, scheduling meetings.	Comfortable with MS Office, strong communication skills both oral and written, good customer service ethos.	D12
Administration & Retail	St. Patrick's Athletic	Basic administration duties with some retail at the Club shop.	Organised, good computer skills. Can-do attitude. Reliable with excellent communication skills.	D8



Caretaking

Job Title	Employer	Duties/Job Description	Candidate Requirements	Location
Caretaker	F2 Centre John Bosco Centre Littlejohn Centre Marist Development Group St. Mary's Church	Cleaning duties, preparation of rooms for events, general maintenance duties.	Good maintenance skills, able to work using own initiative, reliable, good communication skills.	D6 D8 D12
Caretaker/ Administration	Goldenbridge Integrated Complex	Keep building tidy, organise rooms for trainings and events. Manage room bookings. Key-holder.	Reliable, flexible, can-do attitude; good interpersonal skills. Strong organisational and problem-solving skills with the ability to work unsupervised.	D8



Catering

Job Title	Employer	Duties/Job Description	Candidate Requirements	Location
Cook	Ranelagh Community Response	Cook simple Irish meals e.g. meal and veg; keep kitchen clean and tidy according to HACCP standards.	Basic cooking skills, ability to work as part of a team.	D6
Kitchen Worker/Cook	Café 44	Food prep; keeping kitchen facilities clean and safe.	Good general experience of cooking and kitchens, good attitude, teamwork.	D8



Cleaning

Job Title	Employer	Duties/Job Description	Candidate Requirements	Location
Cleaning/ Maintenance	The Irish Blue Cross	Cleaning of the premises and general maintenance.	Can-do attitude, handy.	D12
Cleaner	Islamic Foundation St. Michael's Family Resource Centre St. Peter's School	General cleaning duties.	Awareness of good cleaning standards; reliable, good communication skills, work as part of a team and own initiative.	D6 D8 D12



Gardening & Groundskeeping

Job Title	Employer	Duties/Job Description	Candidate Requirements	Location
Gardener/ Groundskeeper	Assumption National School Back of the Pipes	General maintenance of the grounds and caretaking.	Some knowledge and interest in gardening; ability to work on own initiative; personable.	D8 D12
Grounds Assistant	Railway Union Sports Club	Multi-pitch maintenance (rugby, tennis, bowls) and groundskeeping.	Genuine interest in learning about professional multi-pitch maintenance; reliable.	D4
Groundskeeper	St. Agnes Church	General maintenance of the grounds and caretaking.	Pleasant personality & reliability.	D12
Handyman/Gardener	Tús Care & Repair	Gardening and handyman jobs for the over-65s.	Full Driver's Licence; handy; work in a team; polite with older people.	D12



Maintenance

Job Title	Employer	Duties/Job Description	Candidate Requirements	Location
Maintenance	Crumlin Bowling Club Old Country Pitch-n-Putt Islamic Foundation of Ireland John Bosco Centre	General maintenance of the grounds and caretaking.	DIY skills. Experience of maintenance work.	D8 D12
Maintenance/ Caretaker	Crumlin United FC	General pitch maintenance, groundskeeping, cleaning and maintenance.	Groundskeeping and caretaking experience.	D12
Maintenance/Cleaner	Herberton Youth Club	General maintenance and cleaning duties.	Team player and DIY skills.	D12



Childcare

Job Title	Employer	Duties/Job Description	Candidate Requirements	Location
Childcare Assistant	Crumlin Childcare Centre St. Michael's Family Resource Centre	General childcare duties.	Interest in childcare. Good with children. Ability to work as part of a team and able to take direction. Current qualification or interest in gaining qualification.	D8
Afterschool Assistant	St. Michael's Family Resource Centre	After-school programme.	Enthusiastic about working with children. Good level of English language.	D8



Youthwork

Job Title	Employer	Duties/Job Description	Candidate Requirements	Location
Youth Worker Assistant	Clay Youth Project John Bosco Centre	Assisting in the creation of services and supports for children & young people.	Good with children. Ability to work as part of a team and able to take direction.	D12

Senior Care

Job Title	Employer	Duties/Job Description	Candidate Requirements	Location
Carer	Lorcan O'Toole Centre	Spend time with service users doing activities.	Be able to adapt to different personalities and work with individuals with different needs.	D12
Assistant	Walkinstown Social Services Centre	Assisting older people on and off the bus, activities, and general interaction.	Have a friendly, open and empathic nature.	D12



Sport

Job Title	Employer	Duties/Job Description	Candidate Requirements	Location
Assistant Coach	Crumlin Boxing Club	Training and supervising.	Interest in sport and mentorship.	D12
General Operative	Crumlin Boxing Club Inchicore Sports Centre	Keep areas tidy; assist with activities; report issues.	Flexibility; initiative; reliability; team player.	D8 D12



Retail

Job Title	Employer	Duties/Job Description	Candidate Requirements	Location
Retail Assistant	Dublin Food Co-op Oxfam Rathmines <u>SVP</u> Crumlin Road Terenure Road North <u>Vision Ireland</u> Crumlin Rd. Crumlin Village Inchicore Kimmage Rathmines Terenure Place Terenure Road	Sorting and preparing items for sale, pricing of stock; merchandising; Till operation; Customer service; Keeping shop clean and tidy.	Good communicator and team player. Interested in providing quality customer service.	D6 D8 D12
Retail Assistant/Admin	Dublin Food Co-op	Retail duties with computer work.	Organisational and customer service skills.	D8



Miscellaneous

Job Title	Employer	Duties/Job Description	Candidate Requirements	Location
Art Teacher	Sandymount Community Centre	Teaching art (painting, drawing etc.) to children and older adults.	Some knowledge of art techniques; patience; flexibility; personable.	D4
Bike Maintenance	Frontline Bikes	Service and repair of bikes.	DIY Skills. Would suit someone in recovery.	D12
Driver & Logistics	A Partnership With Africa, Kimmage Manor	Deliveries and collections of donations within and outside Dublin.	Full Driver's Licence; very organised.	D6W
Communications & Outreach	Kingfisher Project	Engage and support local members in project's mission.	A genuine interest in the environment / biodiversity; great communicator.	D12
Education Assistant	National Print Museum	Assist Education Officer with activities in the museum and at events.	An interest in history/heritage/the Arts; comfortable assisting with events/museum visitors.	D4



Miscellaneous

Job Title	Employer	Duties/Job Description	Candidate Requirements	Location
Housekeeper	Eastwell Home Loreto Centre	Keep all areas clean and tidy; assist older people with day-to-day activities.	Mature; fit; ability to work as part of a team and able to take direction.	D6 D12
Project Assistant	Bluebell CDP Foodbank	Sorting, labelling, packing donations for delivery	Ability to work within and team and follow instructions.	D12
Production Operator	Liberty Recycling	Operate clothes recycling machinery, sort deliveries.	All training provided; would suit person in recovery.	D12
Project Assistant & Admin	Ranelagh Community Response	Assist with packing and labelling daily Meals on Wheels; keep areas clean and tidy; HACCP.	Personable; ability to work within and team and follow instructions. (Some admin and social media work optional).	D6
Social Care (Activities)	Eastwell Home	Bring your own skills and interests to creating activities with older people.	Genuinely enjoy relating with older people; mature; kind.	D6