Tús Programme Vacancy

Host Organisation:	Community Centre, Castleknock, Dublin 15
Reporting to:	Centre Manager
Job Title:	Centre Attendant/Key Holder
Number of positions required:	1
Main Tasks:	· Answer the telephone according to company protocol, maintaining a friendly and courteous phone manner. · Maintain knowledge about functions on site and pass along relevant information as needed. · Listen to and act upon guest concerns/complaints. Advise other departments and involve supervisory staff as needed. · Available to work flexible hours to meet the needs of the community centre. · Be aware of all emergency procedures. Knowledgeable on how to operate the public address system and evacuate the conference centre. · Carry out policies and procedures relating to the Community Centre and those as described in the employee handbook. · Provide reception and administrative duties as required. · All other duties as assigned/deemed necessary. · Ensure the premises are secured. · Monitor CCTV system. · Ensure that all doors and windows are locked for lock up.
Person Specification:	Eligibility to participate on the Tús Scheme is generally linked to those who are 19 years or over and in receipt of a qualifying social welfare payment for 1 year or more. To be eligible to participate in the Tús scheme you must: Be available 19.5 hrs a week for 1 yearHave been continuously unemployed for at least 12 months and "signing on" on a full-time basis; and Have been receiving a jobseeker's payment (Jobseeker's Benefit or Jobseeker's Allowance) from the Department of Social Protection for at least 12 months; and Be currently receiving Jobseeker's Allowance (JA)
Place of Work:	Dublin 15
Preferred days or times of work (e.g. Monday-Friday, mornings/afternoons etc)	TBC
Is Garda Clearance Required for this position:	Yes
Contact:	If you are interested in applying for this role, please contact Niamh Morrissey at nmorrissey@empower.ie or 0871004526 to discuss further. **Note**: If you are getting Jobseekers Allowance and have break(s) of up to 30 days in your jobseekers record over the last 12 months, you will be eligible for Tús.