

Job Description Template for Tús Work Placement Participant

Community Organisation Type:	Community Centre
Reporting to:	Community Centre Manager/Supervisor
Job Title:	Centre Attendant
Number of positions required:	5
Main Tasks:	<ul style="list-style-type: none"> • Develop friendly, professional, service oriented relationships with all guests. • Respond to guest inquiries in a friendly and helpful manner, direct guests to the appropriate location within the centre. • Provide reception and administrative duties as required. • Answer the telephone according to company protocol, maintaining a friendly and courteous phone manner. • Be 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 community centre. • Maintain uniform and grooming standards as outlined in the employee handbook. • Carry out policies and procedures relating to the Community Centre and those as described in the employee handbook. • Cleaning all areas, including meeting rooms, the office's, toilets and kitchens and ensuring they are maintained in accordance with the Centre's high standards. Cleaning will include, but is not exclusive to; mopping, sweeping floors, waxing floors, vacuuming, polishing, dusting, cleaning toilets and general up keep of the Centre. • To report any major maintenance issues i.e. issues with gas or electricity to Centre Management and treat such issues with utmost importance. • Moving furniture and equipment, as required. • Maintaining outside areas, including clearing litter and weeds and clearing ice and snow. • Perform minor fixes such as repairing broken locks, filling gaps on walls etc.
Place of Work:	Dublin 15 (Castleknock, Clonsilla, Blakestown, Ongar, Mulhuddart)
Is Garda Clearance Required for this position:	No
Contact:	If you are interested in applying for this role, please contact a member of the Tús Team on 01 – 8209550 or email tusvacancies@empower.ie 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

