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Carmichael is a leading specialist training and support body for nonprofits in Ireland. Our training, support and resources enable our members and partners to be:

* Better informed and equipped to carry out their own remits more effectively
* Aware of and able to employ best practice for good governance
* Better networked with and supported by peer organisations
* More efficient and effectively run so that they are trusted by their funders and supporters.

**Our Mission**

To work with nonprofit organisations to enhance their governance and effectiveness in delivering their objectives, by using Carmichael’s sector knowledge, experience, resources and physical space to help them achieve real and positive change for their beneficiaries.

**Our Vision**

A society where nonprofit organisations are valued and supported to achieve their goals and positively impact their beneficiaries and communities.

**Our Values**

Good Governance: We uphold and promote the principles of good governance: integrity, transparency, accountability effectiveness and leadership.

Communities of Practice: We operate as a leader across the sector to build communities of practice spreading knowledge and embedding insights into organisational performance.

Quality: We strive for the highest possible standards of professionalism and expertise in everything we do.

Responsiveness: When organisations contact us, we work with them to meet their needs. We work to understand the needs of nonprofits that contact us and respond with solutions that are practical and tailored to their specific requirements.

**JOB DESCRIPTION**

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| **Job Title:** | Housekeeping/ Facilities  |
| **Company:** | **Carmichael**  |
| **Location:** | Inner City Enterprise, 49-40 Coleraine St, Dublin 7. |
| **Department:** | Carmichael |
| **Place of work:** | **Carmichael or Coleraine House** |
| **Reports to:** | Ed Murphy  |
| **Hours of work:** | 19.5  |
| **Job Purpose:** | **H**ousekeeping  |
| **Key Responsibilities:** | * Preparing meeting rooms to client requests
* Meeting and greeting individuals and groups when they arrive and showing them to the previously
* prepared meeting and function rooms
* Setting out teas / coffees and other refreshments
* Supporting the ICE team to arrange meetings and training dates.
* Ensuring the premises is maintained to a high standard. This includes cleaning corridors, communal areas, bathrooms, floors, surfaces and emptying bins in line with a work plan.
* Ensuring that an adequate supply of essential cleaning and hygiene items are available on site.
* Liaising with the ICE team to place orders for items needed.
* Ensuring all equipment and chemicals are used solely according to manufacturer’s instructions.
* To comply with health and safety, fire and other statutory regulatory requirements.
* To attend staff meetings as required.
* There is the option to participate in training programmes
* To undertake any other reasonable duty delegated by management from time to time.
* To maintain confidentiality in relation to the personal and private affairs of all persons.
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| **Requirements:** | Essential* **21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups to be eligible for the Community Employment Scheme.**
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| **Salary and Benefits:** | CE Rates |
| **Review:** | Performance and Job Description Reviewed Regularly. |
| **How to apply:**  | Through your Local Intreo Office (Social Welfare) |
| **Closing Date for Applications:** | 17/09/2024 **REF 2349353** |