|  |
| --- |
| **Terms of Employment** |
| **Job Title:** | Housekeeper |
| **Name of Employer:** | Northside Family Resource Centre |

### Accountability

The Housekeeper/Cook will report to and be responsible to the Board of Management of Northside Family Resource Centre and the CEO. The Housekeeper will report directly to the Early Years Coordinator.

##### Hours of Work

* The post will be a part -time post i.e. 15 hours per week, Monday to Friday between 08.00 and 19:00
* The Housekeeper will be expected to be flexible about evening and weekend work for which overtime will not be paid but time-off-in-lieu will be granted.
* Flexibility regarding the location of work is essential. Our services are provided across two locations, Ballynanty & King’s Island. You may be required to change locations during the course of your employment to ensure the smooth running of our services.
* The contract is subject to continued funding.
* A ten-month probation period will apply.

### Salary

The salary scale is offered from €23,700 - €27,984 per annum pro rata. This will be determined and commensurate with qualifications and experience.

### Confidentiality

The Housekeeper will be expected to observe confidentiality at all times in relation to the business of the Family Resource Centre.

### Holidays

Twenty-five days per annum pro rata plus public holidays.

### Pension

The Company will make a provision for pension, at the rate of double your contribution and subject to a maximum of five percent of the gross salary, subject to funding.

### Garda Vetting

The position is subject to the completion of a satisfactory Garda Vetting process.

### References

The position is subject to the successful and satisfactory reference checks.