



**Diocese of Laredo  
Job Announcement**

Posting Date: February 4, 2019

**Application Deadline: Until filled**

<b>Position:</b> Maintenance/Groundskeeper	<b>FLSA Status:</b> Non-Exempt
<b>Minimum Requirements:</b> Must have two years of experience in building maintenance, minor repairs, grounds keeping and lawn care work. Knowledge in proper usage of tools, including lawn equipment, and required tools to perform essential functions. Must be able to move, carry and lift up to 50 lbs. Ability to walk, climb, bend, stoop, kneel, stand and move frequently. Must work in outdoor weather conditions. Vision abilities to perform the essential duties.	
<b>Start Date:</b> Immediate	<b>Location:</b> Our Lady of Guadalupe-Laredo
<b>Position Status:</b> Part-Time, 20 hours per week	<b>Work Schedule:</b> Mon – Fri., and weekend work as needed

**Position Summary:**

The Maintenance/Groundskeeper is responsible for the daily cleaning and maintenance of the church and hall facilities. Ensures efficient operation and maintenance of all property fixtures, equipment and furniture. Preserve and upkeep property by performing duties requiring attention to detail, and manual labor. Maintain the parish grounds. Duties performed in an efficient manner and with the goal of providing clean, sanitary, safe facilities and to safeguard property against deterioration.

**Essential Duties, Functions and Responsibilities: (complete position description available at HR Office)**

- Ensure clean and orderly church hall facility, performing daily cleaning and maintenance.
- All church hall floors must be stripped and waxed at least once a month, and swept and mopped on a daily basis.
- Church hall furniture must be dusted regularly.
- Church hall kitchen and all storage areas must be kept clean and orderly.
- Ensure church hall walls and window sills are kept clean.
- Ensure that church hall restrooms are clean and adequately supplied at all times.
- Set up church hall for use by church organizations such as Altar Society, CCD, Youth Group, etc.

**Additional Requirements- Skills, Certifications, and Licenses:**

- Must have a valid Texas Driver License, evidence of state required vehicle insurance and transportation.

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**Resumes are Not Accepted. Employment Application is required for consideration.**

For Employment Application, visit [www.dioceseoflaredo.org](http://www.dioceseoflaredo.org)

For additional information, please contact:

Office of Human Resources  
Diocese of Laredo  
1901 Corpus Christi St.  
Laredo, Texas 78043  
(956) 727-2140

Benefits: Part-time employees are eligible for limited benefits, upon completion of applicable waiting period. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity. Apply today.

***We are the Diocese of Laredo!***

**The diocese reserves the right to revise, rescind or extend this job announcement.**