



**Diocese of Laredo
Job Announcement**

Posting Date: January 16, 2019

Application Deadline: January 23, 2019 by 5:00 p.m.

Position: Housekeeper	FLSA Status: Non-Exempt
Minimum Requirements: One year of experience in performing housekeeping, laundry, ironing and general home organization. Must be able to lift, move and carry up to 25 lbs., bend, stoop, kneel, stand and move frequently. Knowledge of proper use and disposal of cleaning products. Must be able to meet the physical demands of the position. Must be trustworthy and able to maintain confidentiality at all times.	
Start Date: Immediate	Location: San Agustin Cathedral
Position Status: Part-time, 25 hours per week	Work Schedule: Mon-Fri., and as needed.

Position Summary:

The part-time housekeeper is responsible for general housekeeping duties of rectory and parish offices, as well as performing laundry and ironing tasks.

Essential Duties, Functions and Responsibilities:

- Performs cleaning of the home; including thorough dusting and vacuuming, and detailed cleaning of the kitchen and bathrooms.
- Making beds and changing linens.
- Washing linens, towels, performing laundry and ironing duties.
- Performs maintenance on floors; including mopping, sweeping and cleaning other interior surfaces, to include windows.
- Cleaning the refrigerator, stove, oven and microwave oven as needed.
- Requests cleaning supplies inventory.
- Performs trash gathering and removal.
- Performs additional duties as assigned and required to keep a clean and sanitary home and office.

Additional Skills, Certifications or Licenses:

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

RESUMES ARE NOT ACCEPTED. EMPLOYMENT APPLICATION IS REQUIRED FOR CONSIDERATION.

For Employment Application, visit 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 include shared cost medical, plus dental, retirement and life insurance, as eligible and upon completion of waiting period.

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