



**Diocese of Laredo
Job Announcement**

Posting Date: January 11, 2019

Application Deadline: January 17, 2019 by 5:00 p.m.

Position: Maintenance/Groundskeeper	FLSA Status: Non-Exempt
Minimum Requirements: 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.	
Start Date: Immediate	Location: St. Jude Church
Position Status: Full-Time, 40 hours per week	Work Schedule: Mon – Fri., and weekend work as needed

Position Summary:

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

Additional Requirements- Skills, Certifications, and Licenses:

- Must have a valid Texas Driver License, evidence of state required vehicle insurance and 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 and dental, plus retirement and life insurance, upon completion of eligibility period. Paid vacation leave, personal days and sick leave, upon completion of eligibility period. Paid Holidays and Holy Days, as designated by employer. Unique opportunities to participate in staff spiritual retreats, mass and prayer. 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!