



# Diocese of Laredo Job Announcement

Posting Date: November 25, 2020

**Application Deadline: Until Filled**

<b>Position:</b> Custodian/Maintenance Technician		<b>FLSA Status:</b> Non-Exempt	
<b>Minimum Requirements:</b> High School diploma or GED, preferred. Two years of experience in performing cleaning duties in the capacity of custodian/maintenance services. Knowledge of proper cleaning methods, use of cleaning products and detailed attention to cleaning offices. Must be able to move, lift and carry up to 40 lbs., bend, stoop, kneel, stand and move frequently. Requires vision and hearing abilities. Must work in varying temperatures and environments. Must be willing to travel and perform essential duties at numerous locations. Experience with lawn care equipment and basic tools to perform the essential duties.			
<b>Start Date:</b> Immediate		<b>Location:</b> Catholic Charities of the Diocese of Laredo	
<b>Position Status:</b> Full-Time		<b>Work Schedule:</b> Mon-Fri. and as needed	

**Position Summary:**

Responsible for coordinated, proficient janitorial services and building maintenance (inside and out) of offices, yards, and properties. Work requires attention to detail, manual labor and ability to take direction, interpret instructions, work independently and carry out work plans. Services should be performed in an efficient manner, with the goal of providing clean, sanitary, safe facilities and to safeguard property against deterioration.

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

- Thorough cleaning of CC offices, bathrooms, hallways, sweeping and mopping floors/staircase, vacuuming carpets, washing windows, dusting of furniture and entire offices, cleaning kitchen and rest areas, trash removal and disposal, supervise trash pick-up, and maintains orderly supply room
- Yard Maintenance and property clean up to include: mowing of lawn, debris/trash pickup, trimming tree limbs/branches and disposal of debris
- Building maintenance includes: changing lights bulbs and lighting, change A/C filters, maintain inventory of cleaning supplies, provides set-up of facilities for meetings and events. Inspect CCDOL buildings for needed repairs and safety issues that may pose risk, maintain director informed of safety issues in the buildings, communicate with contractors, initiate minor repairs as needed, responsible for vehicle maintenance
- Courier/Runner includes: pick-up and mail delivery errands, transport of food and other items as needed and able to travel within diocesan area when necessary.
- Other essential duties as assigned.

**Additional Skills, Certifications or Licenses:**

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable 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) 764-7867

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. 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