



Calvary Catholic Cemetery Job Announcement

Posting Date: January 12, 2021

Application Deadline: Until Filled

Position: Custodian	FLSA Status: Non-Exempt
Minimum Requirements: Two years of experience in performing cleaning duties in the capacity of custodian/janitorial 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 30 lbs., bend, stoop, kneel, stand and move frequently. Requires vision and hearing abilities.	
Start Date: Immediate	Location: Calvary Catholic Cemetery
Position Status: Part Time, 24 hours per week	Work Schedule: Mon-Fri. , work non-standard hours and non-standard days, as needed

Position Summary:

Responsible for coordinated, proficient janitorial services and thorough cleaning of offices. Essential functions of the position shall result in maintaining safe, presentable and sanitary offices. Works under supervision, with latitude for the use of initiative and independent judgment.

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

- Thorough cleaning of facilities to include offices, bathrooms, hallways and perimeter of buildings' exterior.
- Sweeping, vacuuming, wet mopping and dry mopping of floors and stairwells.
- Washing windows.
- Dusting of furniture.
- Cleaning kitchen and rest areas.
- Trash removal and disposal.
- Performs other duties as assigned.

Additional Knowledge, Skills and Abilities, Certifications or Licenses:

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.
- Knowledge of cleaning equipment, chemicals and products.
- Skill in ordering and stocking cleaning supplies.
- Skill in inspecting building and premises for cleanliness.
- Skill in the use of cleaning equipment.
- Ability to communicate and follow written and oral instruction in English and Spanish.
- Ability to work in inclement weather.

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

For Employment Application, visit <https://www.dioceseoflaredo.org/employment-opportunities>

For additional information, please contact:

Office of Human Resources
Diocese of Laredo
1901 Corpus Christi St.
Laredo, Texas 78043
(956) 764-7867

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.