



Diocese of Laredo Job Announcement

Posting Date: June 7, 2022

Application Deadline: Until Filled

Position: Maintenance Worker		FLSA Status: Non-Exempt	
Minimum Requirements: Two years of experience in building maintenance, yard maintenance and repair work. Must be able to carry, move and lift items up to 30 pounds. Knowledge of proper cleaning methods and use of cleaning products.			
Start Date: Immediate		Location: St. Patrick Church	
Position Status: Full-Time (32 hours per week)		Work Schedule: Sunday- Tuesday, and Saturday, non-standard hours and non-standard days, as needed	

Position Summary:

The Maintenance Worker is responsible for general maintenance of church property. Work involves maintaining clean and sanitary church facilities. Works under supervision, with ability to take direction.

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

- Maintains church in clean and sanitary condition.
- Clean church, chapel, hall, restrooms, classrooms and other areas.
- Sweeping and mopping floors.
- Dusting and vacuuming pews and altar.
- Cleans windows.
- Removes trash.
- Maintain orderly supply room, closet space and sacristy.
- 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 building maintenance, yard maintenance and general repair work.
- Ability to communicate and follow written and oral instruction in English and Spanish.
- Ability to see and hear.
- Ability to work in inclement weather.

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, Catholic 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!

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