



# Diocese of Laredo Job Announcement

Posting Date: February 24, 2023

Application Deadline: Until Filled

<b>Position:</b> Maintenance/Custodian Worker	<b>FLSA Status:</b> Non-Exempt
<b>Minimum Requirements:</b> 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. Experience with lawn care equipment and basic tools to perform the essential duties.	
<b>Start Date:</b> Immediate	<b>Location:</b> San Luis Rey Church
<b>Position Status:</b> Part-time (25 hours)	<b>Work Schedule:</b> To be determined

**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 offices, bathrooms, hallways, sweeping and mopping floors/staircase, vacuuming carpets, washing windows, dusting of furniture, cleaning kitchen and rest areas, trash removal and disposal, maintains orderly supply room and closet space in offices and warehouses
- 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, maintaining inventory of supplies, assist in set-up of facilities for meetings and events. Inspect 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
- Minor plumbing and carpentry work.
- Courier/Runner includes - running errands and able to travel within diocesan area when necessary.
- Other essential duties as assigned.

**Additional Skills, Certifications or Licenses Required:**

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.
- Some skills/experience in minor plumbing and carpentry.

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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) 727-2140

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.