



# Diocese of Laredo Job Announcement

Posting Date: September 19, 2023

**Application Deadline: Until Filled**

<b>Position:</b> Housekeeper/Cook	<b>FLSA Status:</b> Non-Exempt
<b>Minimum Requirements:</b> One year of experience in performing housekeeping/janitorial services. To include: laundry, ironing and general home organization. Must be able to lift, move and carry up to 25 lbs., bend, stoop, kneel, stand and move frequently. Knowledge of proper use and disposal of cleaning products. Must be able to meet the physical demands of the position. Must be trustworthy and able to maintain confidentiality at all times.	
<b>Start Date:</b> Immediate	<b>Location:</b> Divine Mercy Church
<b>Position Status:</b> Part-time, 28 hours per week	<b>Work Schedule:</b> Mon-Fri., and as needed.

### Position Summary:

The part-time housekeeper/cook is responsible for general housekeeping duties of rectory and church building, as well as general landscaping at house/office.

### Essential Duties, Functions and Responsibilities:

- Performs cleaning of the home; including thorough dusting and vacuuming, and detailed cleaning of the kitchen and bathrooms.
- Making beds and changing linens.
- Performing laundry and ironing duties.
- Performs maintenance on floors; including mopping, sweeping and cleaning other interior surfaces, to include windows.
- Prepares meals.
- Performs trash gathering and removal.
- General landscaping at house/office
- Performs additional duties as assigned and required to keep a clean and sanitary home and office.

### 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) 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.**