



Diocese of Laredo Job Announcement

Posting Date: September 12, 2024

Application Deadline: September 19, 2024

Position: Custodian/Maintenance Worker	FLSA Status: Non-Exempt
Minimum Requirements: 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 30 lbs., bend, stoop, kneel, stand and move frequently. Requires vision and hearing abilities. Must work in varying temperatures and environments.	
Start Date: Immediate	Location: St. John Neumann Church
Position Status: Part-Time 24-28 hrs	Work Schedule: Mon-Fri., possible Saturday work.

Position Summary:

Responsible for coordinated, proficient janitorial services and building maintenance of offices, 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 the church, offices, CCD rooms, and parish hall.
- Duties include sweeping, mopping, dusting, removing trash.
- 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. Other essential duties as assigned.
- Regular detailed cleaning of bathrooms.

Additional Skills, Certifications or Licenses:

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.

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

For employment application, complete job description or additional information, please contact:

Office of Human Resources
Diocese of Laredo
1901 Corpus Christi St.
Laredo, Texas 78043
(956) 727-2140

www.dioceseoflaredo.org

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.