



**Diocese of Laredo
JOB POSTING**

Posting Date: October 27, 2025

Application Deadline: Until Filled

Position: General Maintenance Staff	FLSA Status: Non-Exempt
Minimum Requirements: High School diploma or GED, preferred. 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 50 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 and perform essential duties at numerous locations. Experience with lawn care equipment and basic tools to perform the essential duties.	
Start Date: Immediate	Location: Catholic Charities of Laredo, multiple locations
Position Status: Full-Time	Work Schedule: Mon-Fri. and as needed

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 CSS 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 CSS 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
- Courier/Runner includes: pick-up and mail delivery errands, transport of food and other items as needed and able to travel within diocesan area when necessary.
- Other essential duties as assigned.

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, visit www.dioceseoflaredo.org

For additional information, please contact:

Office of Human Resources

Diocese of Laredo

1901 Corpus Christi St., Laredo, Texas 78043- (956) 764-7867

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