



Diocese of Laredo Job Announcement

Posting Date: December 03, 2025

Application Deadline: Until Filled

Position: Parking Lot Attendant		FLSA Status: Non-Exempt	
Minimum Requirements: High school diploma or equivalency, preferred. Experience in handling cash and maintaining accurate records of funds. Basic math skills. Experience in working as a parking lot attendant, preferred. Ability to work in varying weather and in direct exposure to the elements; must be able to stand and sit for long periods of time and walk distances. Must have professional customer service skills and ability to deal effectively with people. Bilingual in English and Spanish.			
Start Date: Immediate		Location: San Agustin Cathedral	
Position Status: Full-Time		Work Schedule: Mon-Fri., work non-standard hours and non-standard days, as needed	

Position Summary:

The Parking Lot Attendant is responsible for the operation of the Cathedral pay-for-use parking lot. Ensures the efficient operation of the parking lot by tracking daily tickets, handling cash, and generating required reports.

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

- Coordinate and enforce the parking lot usage rules and maximize the use of the parking spaces.
- Handle ticketing sales and maintain accurate logs.
- Handle cash payments accurately and according to the fee schedule.
- Provide accurate cash balance at the end of each workday.
- Deal with public in a professional manner, providing excellent customer service.
- Keep parking lot area clean and hazard free.
- Open the parking lot on time and secure the parking lot at the end of each workday.
- Patrol the parking lot for safety and report any issues to the Parish Administrator.
- Other duties as assigned and identified as essential duties of the position.

Additional Required Knowledge, Skills and Abilities, Certifications or Licenses:

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.
- Ability to communicate and follow written and oral instruction in English and Spanish.
- 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) 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!