



Diocese of Laredo Job Announcement

Posting Date: July 23, 2026

Application Deadline: Until Filled

Position: Housekeeper/Cook	FLSA Status: Non-Exempt
Minimum Requirements: 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 15 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.	
Start Date: Immediate	Location: St. Jude Church
Position Status: Full-time, 32 hours per week	Work Schedule: Mon-Fri., and as needed.

Position Summary:

The part-time housekeeper/cook is responsible for general housekeeping duties of rectory and church building.

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.
- 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.

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) 727-2140

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