

DIVISION/DEPARTMENT	CATHOLIC CHARITIES OF CORPUS CHRISTI, INC. / OPERATIONS DEPARTMENT
LOCATION	615 Oliver Court, Corpus Christi, Texas 78408
JOB TITLE	Custodian
REPORTS TO	Business Manager
Type of Position:	Part-time / Non-Grant funded
Program Manager:	N/A
Authority:	Executive Director or Designee
General Description:	
Responsible for maintaining the cleanliness of buildings at 615 Oliver Court. The custodian will maintain a clean, sanitary, and comfortable environment. Custodian is responsible for all areas of Catholic Charities of Corpus Christi, Inc. including the kitchen, restrooms, offices, lobby and reception area.	
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> • Maintain floors in a clean state by sweeping, scrubbing, and mopping • Empty and clean trash receptacles and collect recycling • Clean, sanitize, and supply bathrooms • Clean and service custodial equipment as needed • Perform minor repairs on furniture or equipment • Report any safety, sanitary, or fire hazards to the Business Manager immediately • Assist maintenance staff with set-up of Board meeting room • Dust surfaces • Wipe and clean windows • Clean walls, ceilings, windows and other surfaces • Other Duties as Assigned. 	
JOB QUALIFICATIONS	
<ul style="list-style-type: none"> • High school diploma or general education degree (GED) required • Previous custodial experience preferred • Ability to understand and follow verbal and written instructions • Ability to lift and carry up to 30 pounds • Comfortable squatting, twisting, bending, and kneeling • Possess working knowledge of the methods, technique, and materials used in custodial work • Ability to climb ladders and work from heights • Ability to communicate in English and Spanish 	
ADDITIONAL REQUIREMENTS	
<ul style="list-style-type: none"> • Plan and manage work schedule independently • Must have reliable transportation, valid driver's license, good driving record, and maintain auto liability coverage • Pass a criminal background check and drug screening • Must be able to lift and/or carry 25 pounds • Maintain a valid Food Handlers permit • Must complete Creating and Maintaining a Safe Environment training 	

How to apply:

- Qualified applicants may apply by sending a cover letter and resume to Samantha Perez – Business Manager @ sperez@diocesec.org
- Please no telephone inquiries.
- Position opened until filled.