

# Custodian/Maintenance Worker

1010 35<sup>th</sup> Street  
Galveston, Texas 77550

## Who we are:

Holy Family Parish in Galveston is comprised of six churches: St. Mary's Cathedral Basilica, Sacred Heart Church, St. Patrick Church, Holy Rosary Church, Mary Star of the Sea Church, and Our Lady by the Sea Church. The Catholic community of Galveston Island and of the Bolivar Peninsula continue to strive to be one Holy Family Parish, united in the joy of the Holy Spirit and in charity, as missionary disciples. Holy Family Parish offers diversity in worship locations, educational and fellowship opportunities.

## Position Summary:

Holy Family Parish has an immediate opening for a full time Custodian/Maintenance Worker. The Custodian/Maintenance worker maintains and cleans facilities in the Holy Family Parish and school. The Custodian/Maintenance Worker reports to the Pastor and the Facilities Manager.

## Responsibilities:

- Performs cleaning on all Parish/school buildings and equipment, to include vacuuming, polishing, mopping, waxing, and removing trash.
- Performs tasks as assigned by the Facilities Manager.
- Maintains records of cleaning procedures.
- Reports maintenance issues to the appropriate party for action.
- Responds to emergency cleaning requests as required.
- Responds to calls during and after regular work hours.
- Maintains clean, safe, and orderly work site(s).
- Assists Maintenance department with maintenance issues.
- Manage other responsibilities that may be needed and as assigned by the Pastor.

## Qualifications:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
- High school diploma or general education degree (GED); with one to three years related experience and/or training.

Suitable candidates may send a cover letter, with resume, and minimum salary requirement\* to [shepherdhfp@gmail.com](mailto:shepherdhfp@gmail.com). Please place JOB TITLE on the subject line.

*\*Submissions that do not include the minimum salary requirement may not receive consideration.*