



# DIOCESE OF LUBBOCK

4620 Fourth Street • Lubbock, Texas 79416  
(806) 792-3943 • Fax (806) 771-7660 • [www.catholiclubbock.org](http://www.catholiclubbock.org)

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## MEMORANDUM

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*This is the official notice of an open position in the Guadalupe Youth & Family Center of the Diocese of Lubbock. According to Diocesan Policy, current employees must be notified first of such openings. The Guadalupe Youth & Family Center of the Diocese of Lubbock is overseen by the director of the Guadalupe Youth & Family Center at 101 N Ave P, Lubbock, TX 79401.*

<b><u>Opening Date:</u></b>	June 8, 2026
<b><u>Closing Date:</u></b>	Open until filled.
<b><u>Job Title:</u></b>	Guadalupe Youth & Family Center Maintenance & Custodian
<b><u>Salary/Benefits:</u></b>	Full-time, Hourly, Wage commensurate with experience, Health & Dental Insurance, Sec 125 (Cafeteria) Plan, 403(b) Plan with employer matching, Vacation and Sick Time according to Pastoral Manual

The Roman Catholic Diocese of Lubbock, headed by Bishop Robert M. Coerver, desires to attract a professional, hard-working, dependable, and organized employee. The individual will join the team for daily cleaning and some maintenance & repairs. The position reports to the Director of the Guadalupe Youth & Family Center of the Diocese of Lubbock.

### *DUTIES*

The position includes responsibility for the upkeep of the interior and exterior buildings at the Guadalupe Youth & Family Center performing tasks such as sweeping, mopping, and buffing floors; monitoring and changing light fixtures; cleaning, sanitizing, and minor plumbing maintenance of high-use areas such as bathrooms and kitchens; gathering and emptying trash; restocking disposables such as paper towels and soap dispensers; moving furniture or equipment within the building as directed; assist in setting up facilities for special events; groundskeeping; and other general cleaning and maintenance tasks as needed.

### *QUALIFICATIONS*

The individual must be able to read and understand written instructions for assembly and light construction projects, cleaning, maintenance, and following safety procedures; properly handle cleaning supplies; operate cleaning equipment and lift heavy equipment; possess knowledge of minor repair techniques and building and grounds maintenance. The individual must be able to work independently and proactively as well as direct the work efforts of volunteers under their supervision. The individual must have the ability to bend, twist, and lift 50 lbs as required.

We will gladly consider nominations for this position. We invite interested candidates to mail, email, or fax in confidence, a resumé that must include a cover letter, salary history, and list of references at the earliest convenience to Diocese of Lubbock Human Resources, Attention: Yvonne Rocha, 4620 4<sup>th</sup> Street, Lubbock, TX 79416; [yrocha@catholiclubbock.org](mailto:yrocha@catholiclubbock.org), SUBJECT: Maintenance Position; (806) 771-7660 (fax with coversheet). Information on the Diocese is on the diocesan website at [www.catholiclubbock.org](http://www.catholiclubbock.org).