



OBLATE SERVICE CORPORATION
Lourdes Grotto y Tepeyac de San Antonio

JOB OPENING

The **Lourdes Grotto y Tepeyac de San Antonio** is seeking candidates for the following employment opportunities:

Position Title: Porter
Position Status: Part-time, Non-Exempt

Summary of Description:

The Porter plays a key role in maintaining a clean, safe, and welcoming environment across campus facilities. This position supports daily operations by assisting with event setups and teardowns, performing interior and exterior cleaning, and providing general assistance to the housekeeping and office teams. The ideal candidate is dependable, takes pride in their work, and can adapt to a variety of tasks in a dynamic academic environment.

Accountability:

Associate Director – Lourdes Grotto

Essential Duties and Responsibilities:

1. Set up, arrange, and dismantle tables, chairs, podiums, and other equipment for Grotto events and masses
2. Ensure event spaces are clean, organized, and restored to their original condition after use.
3. Pick up trash from the various buildings and discard in dumpsters.
4. Clean interior and exterior windows, glass doors, and entryways.
5. Sweep, mop, vacuum, and maintain floors and carpets as needed.
6. Clean and restock restrooms when assisting the housekeeping team.
7. Blow leaves and debris from building entrances, sidewalks, and exterior gathering areas/building courtyards.
8. Assist the housekeeping staff during peak times, absences, and deep cleaning of facilities throughout the year.
9. Provide general support to the maintenance team, including light repairs, deliveries, or moving materials and equipment.
10. Maintain cleanliness and order in storage areas and custodial closets.
11. Safely operate cleaning and maintenance equipment.
12. Follow established safety procedures and report maintenance issues promptly.
13. Perform other related duties as assigned to support campus operations.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or equivalent required.

SKILLS AND QUALIFICATIONS:

- Prior custodial, facilities, or maintenance experience preferred.
- Ability to lift and move up to 50 pounds and perform physical tasks throughout the shift.
- Basic knowledge of cleaning equipment and materials or quickly become familiar, proper cleaning chemicals, and other equipment as needed.
- Strong work ethic, reliability, and attention to detail.
- Ability to work independently and collaboratively with diverse teams.
- Flexibility to work evenings or weekends as needed for special events
- This person must be a self-starter and organized and efficient.
- Must display courtesy and tact in communication with guests and co-workers.
- Must be adaptable to varied work assignments; willing to be reassigned to different tasks as specified by the supervisor and/or team leader.
- Flexibility to work evenings, weekends, or holidays as needed.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be provided, whenever possible, to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand for extended periods of time; The employee is occasionally required to stand, walk, reach with hands and arms, bend at the waist, stoop, kneel, crouch, or crawl. The employee may occasionally need to lift, push, and/or move up to 50 pounds. Must also be able to use cleaning solutions and chemicals with proper protective gear.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

WORK HOURS:

Normal business hours for the organization are 7:00 am to 4:00 pm; Friday through Sunday including occasional evenings as needed.

UNIFORM AND CLOTHING:

Enclosed shoes with slip-free rubber soles. Pants of dark color or Jeans are acceptable, without rips or tears.

Interested candidates can send resume to mvaldez@omiusa.org

Employee referrals are welcomed

Oblate Service Corporation and its affiliates are an Equal Opportunity Employer