



OBLATE SERVICE CORPORATION

Oblate School of Theology

JOB OPENING

The **Oblate School of Theology** is seeking candidates for the following employment opportunity:

Position Title: **Porter**

Position Status: On-Site, Non-Exempt/ Part-Time, San Antonio, TX

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 teams. The ideal candidate is dependable, takes pride in their work, and can adapt to a variety of tasks in a dynamic academic environment.

Essential Duties and Responsibilities

1. Set up, arrange, and dismantle tables, chairs, podiums, and other equipment for campus events and meetings (facilities include but are not limited to the: BTC, WTC, PGC, Chapel, Library, Rock House, Mariam Mission Hall, Sachs Chapel, ORC Pods 6-7, etc.).
2. Ensure event spaces are clean, organized, and restored to their original condition after use.
3. Pick up trash from the various campus 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 deliveries and/or moving materials and equipment.
10. Maintain cleanliness and order in storage areas and custodial closets.
11. Safely operate cleaning and housekeeping equipment.
12. Follow established safety procedures and report maintenance issues promptly.
13. Perform other related duties as assigned to support campus operations.

Education and Experience

- High school diploma or GED required. Bachelor's Degree preferred.
- Prior custodial, facilities, or maintenance experience preferred.

Skills and Qualifications

- 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.
- Bilingual skills-English and Spanish, required.

Work Hours

Friday to Sunday- 16-20 hours per week

Interested candidates should visit www.ost.edu to apply under the CAREER OPPORTUNITIES section

Employee referrals are welcomed

Oblate Service Corporation and its affiliates are an Equal Opportunity Employer