

Facilities Assistant, Full-Time

St. Edward Catholic Church

Spring, TX 77389

St. Edward Catholic Church is seeking a full-time Facilities Assistant to help care for our campus buildings and grounds. Working under the supervision of the Director of Operations, this role supports routine maintenance, responds to maintenance needs in a timely manner, and assists with church and school events to help ensure a safe, clean, and welcoming environment for all. The ideal candidate should be reliable, self-motivated, and demonstrate a good work ethic. Applicants with specialized skills in electrical work, plumbing, commercial painting, and/or IT applications are preferred.

Essential Duties and Responsibilities:

- Perform basic maintenance tasks such as plumbing, electrical, carpentry, and painting
- Provide general groundskeeping
- Support church and school events (set-up/take-down)
- Move and arrange furniture
- Ensure safety by identifying and addressing maintenance issues
- Participate in parish staff meetings, retreats, etc. as required
- Assist with other duties and projects as assigned by director of operations

Qualifications:

- Possess basic knowledge of building trades including carpentry, plumbing, painting, masonry, grounds keeping, electrical wiring, and appliance repair.
- Possess a high school diploma, and basic technology skills
- Be able to lift up to 50 pounds
- Work in both indoor and outdoor settings
- Be able to work flexible hours to accommodate weekend and evening programs and activities.
- Complete Archdiocesan Safe Environment training and background check

This job description is intended to convey essential information about the scope and requirements of the position. It is not intended to be an exhaustive list of responsibilities, and skills. The responsibilities and requirements may be subject to change based on the needs of the parish and school. The schedule includes 35 hours per week.

Interested candidates are encouraged to submit a cover letter, resume, and minimum compensation requirement* to rnunez@saintedward.org with Facilities Assistant in the subject line.

*Applicants who do not include minimum compensation requirements may not receive further review.