

Facilities and Grounds Assistant – Temporary – Full Time
Capuchin Retreat Center, Washington, MI
The Province of St. Joseph of the Capuchin Order

Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.

The Grounds and Facilities assistant will work with regular staff by helping with landscaping and maintenance tasks for the Capuchin Retreat Centers buildings and grounds.

Responsibilities:

- Demonstrates, exemplifies and supports the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities.
- Assist with preventative maintenance program for all buildings, systems and equipment to ensure uninterrupted service
- Perform secondary repairs and maintenance duties that may include painting, rough carpentry, basic plumbing and electrical work
- Identify safety and security issues and report them to staff
- Work with Facilities staff to ensure repairs are quickly resolved
- Provide support with all landscaping/maintenance of the grounds of the facility
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: High School Diploma or equivalent, experience in building maintenance, ability to use a zero-turn mower, mechanically adept, ability to use power and hand tools, climb ladders and work at heights safely. Ability to work a flexible schedule including weekends, ability to lift and move up to 50 pounds.

Review of resumes and applications will begin immediately.

Interested candidates can apply by:

1. Submit letter of interest and resume to:

employment@thecapuchins.org Include Facilities and Grounds Assistant

(Or)

2. Attention: Human Resources
Re: Facilities and Grounds Assistant
Conner Soup Kitchen
4390 Conner
Detroit, MI 48215