

Housekeeper – Part Time
Capuchin Retreat Center, Washington Township, 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 Province of St. Joseph of the Capuchin Order, is currently seeking a Part Time Housekeeper for the retreat center in Washington Township, MI

Essential Duties include:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities.
- Report building maintenance issues to the Facilities Supervisor.
- Clean retreatant rooms, conference rooms, library, chapel, dining room, offices, bathrooms, lounge and other areas requiring housekeeping services.
- Wash, fold and store laundry as needed
- Ensure that retreatant rooms are ready for each retreat.
- Clean rooms in Hermitage House as needed
- Keep equipment in good working order, reporting any malfunctions to the Facilities Supervisor.
- Maintain an adequate inventory of supplies and equipment to provide a clean, safe and comfortable environment.
- Works in conjunction with other employees to ensure the retreat center facility is prepared for all retreatants.
- Follow established safety guidelines and procedures. Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: Ability to work a flexible schedule including Sunday, must be able to work independently and on a team, knowledge of and ability to use cleaning/housekeeping techniques, able to use household cleaning equipment, chemicals; able to demonstrate effective time management, verbal and written communication skills. High School diploma or GED and 2 years of experience in building cleaning.

The Review of resumes will begin immediately. Please send letter of interest and resume to: employment@thecapuchins.org Please include “Housekeeper” in the subject line.

Or mail to:
Attention: Human Resources
Housekeeper
The Province of St. Joseph of the Capuchin Order
1820 Mt. Elliott Street
Detroit, MI 48207