

**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.
- Coordinate the housekeeping needs of the retreat center with the retreat schedule.
- In conjunction with the Housekeeping Manager, develop and implement a facility annual cleaning schedule for the retreat center and Hermitage House.
- Report building maintenance issues to the Housekeeping Manager.
- Clean retreatant rooms, conference rooms, library, chapel, dining room, offices, bathrooms, lounge and other areas requiring housekeeping services.
- 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.
- Maintain a clean and safe work environment.
- Comply with Province and ministry policies, procedures, guidelines and standards.

**Qualifications:** High School Diploma or GED, Ability to work a flexible schedule, 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

The Review of resumes will begin immediately. Please send letter of interest and resume to: [employment@thecapuchins.org](mailto: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  
4390 Conner  
Detroit, MI 48215