

**Housekeeper / Part Time – Capuchin Retreat Center – Washington, Michigan.
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 Housekeeper to assist in the coordination of cleaning and housekeeping of the Retreat Center.

Responsibilities:

- Coordinate housekeeping needs of the retreat center with the head housekeeper and Retreat Center Administrator
- Knowledge of and ability to use cleaning/housekeeping techniques
- Report building maintenance issues to Facilities Supervisor
- Clean retreat rooms, conference rooms, library, chapel, dining room, offices, bathrooms, lounge and other areas requiring housekeeping services
- Ensure that retreat rooms are ready for each retreat
- Keep equipment in good working order, reporting malfunctions to Facilities Supervisor
- Maintain an adequate inventory of supplies and equipment to provide a clean, safe and comfortable environment
- Clean bedroom suites as needed and requested
- Follow established safety guidelines and procedures
- Demonstrate, exemplify and support the Capuchin Charism throughout all professional responsibilities and activities
- Comply with Province and ministry policies, procedures, guidelines and standards

Qualifications: The desired education and experience level for this position are a High School Diploma/GED with 2 years of experience in building cleaning. Ability to work a flexible work schedule. Ability to work independently and with a team. Professional demeanor and appearance. Demonstrate effective time management, and verbal and written communication skills.

Resume deadline is October 22, 2014.

Please send letter of interest and resume to: employment@thecapuchins.org . Please include Capuchin Retreat Housekeeper in the subject line.

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