

Housekeeping Manager
The Province of St. Joseph of the Capuchin Order – Capuchin Retreat Center

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 Capuchin Retreat Center is a 95-acre site for spiritual renewal and retreats. This position is responsible for managing all of the cleaning and housekeeping of the Capuchin Retreat Center buildings so that all guests will be welcomed with hospitality.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Train, schedule, monitor and assign work tasks to housekeeping staff ensuring they meet standard of ministry for cleanliness and hygiene
- Ensure that all retreatant rooms, conference rooms, library, chapel, dining room, offices, bathrooms, lounge, Hermitage House, and other areas requiring housekeeping services, including St. Crispin Friary, are cleaned and ready for guests
- Ensure laundry is completed and appropriately stored
- Respond to guests' special needs or concerns
- Work with contracted services such as laundry, staffing etc. to ensure timely completion of all assignments
- Create and maintain a schedule of daily, weekly, monthly, quarterly and yearly tasks and ensure that staff is available and educated on how to complete tasks
- Keep equipment in good working order, reporting any equipment or building malfunctions to the Facilities Manager
- Responsible for purchasing and maintaining 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.
- Assist in Capuchin Retreat services, programs and activities
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: High School Diploma or GED, 3 yrs. Experience in building cleaning, supervisory experience or willingness to be trained, effective MS Office, communication, problem solving, interpersonal and organizational skills, ability to work a flexible schedule including weekends, holidays, ability to travel locally, be welcoming and professional and safely use cleaning equipment, products and chemicals

Review of resumes and applications will begin immediately.

To apply:

Submit letter of interest and resume to:

employment@thecapuchins.org Include Housekeeping Manager in the subject line

Current employees may apply by sending their resume or an internal application (available from their supervisor) or Human Resources to employment@thecapuchins.org

