

**Maintenance Assistant/Site Host– Full Time**  
**The Province of St. Joseph of the Capuchin Order – Capuchin Community Services**

*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.*

Capuchin Community Services (CCS) is a ministry that serves people experiencing homelessness, poverty and other difficult circumstances. The Maintenance Assistant/Site Host will work at St. Ben's Meal site and associated buildings to ensure the outside of buildings and inside common areas are landscaped, safe and clean. During meal service this position will assist in maintaining a safe and hospitable environment for guests, volunteers, friars and employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Demonstrate, exemplify, and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities.
- Clean common areas of St. Ben's meal site
- Notify designated staff of needs for cleaning supplies.
- Available to assist in all ministry services, programs and activities.
- Notify designated staff of safety, security, landscaping and cleaning issues suggesting possible solutions or alternatives.
- Assist with landscaping and snow/ice removal including mowing, weeding and general upkeep.
- Set up and breakdown rooms for special events
- Ensure all guests demonstrate appropriate behavior; communicate any issues with Assistant Director.
- Ask guests who are demonstrating inappropriate behavior to leave the building and to assist other Site Hosts with guests who refuse to leave.
- Assist with set-up and breakdown of site operations.
- Work with staff to ensure all positions are covered.
- Be available for all CCS activities and events.
- Comply with Province and ministry policies, procedures, guidelines and standards.

**QUALIFICATIONS:** High school diploma or equivalent, experience in commercial cleaning environment, familiar with standard cleaning tools and practices, ability to be welcoming and professional, ability to travel locally, able to lift and move up to 50 pounds, able to work flexible schedule including weekends and holidays, ability to work outside in all types of weather

Please send resume to [employment@thecapuchins.org](mailto:employment@thecapuchins.org), include Maintenance Assistant/Site Host in the subject line.

Or mail to:       Attention: Human Resources  
                  Maintenance Assistant/Site Host  
                  The Province of St. Joseph of the Capuchin Order  
                  4390 Conner, Detroit, MI 48215

Or complete an application at:  
                  St. Bens Community Meal Site  
                  930 W. State St.  
                  Milwaukee, WI 53233

**Review of resumes and applications will begin immediately**