

Maintenance Assistant– 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.

The Maintenance Assistant will work at St. Bens Meal site as well as St. Francis Parish and St. Francis Monastery to ensure the outside of buildings and inside common areas are landscaped, safe and clean.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Demonstrates, exemplifies and supports the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Clean common areas of St. Ben’s meal site, St. Francis of Assisi Parish and Monastery as requested by representatives of each site
- Work with the Ministry Director of CCS to prioritize and schedule needs at each 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
- Assist with landscaping and snow/ice removal at all sites including mowing, weeding and general upkeep
- Set up and breakdown rooms for special 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 an move up to 50 pounds, able to work flexible schedule including weekends and holidays,

Please send resume to employment@thecapuchins.org, include Maintenance Assistant in the subject line.

Or mail to: Attention: Human Resources
 Maintenance Assistant
 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