

Maintenance Worker – St. Fidelis Friary
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.

St. Fidelis Friary is home to retired friars of the Province of St. Joseph. This position is responsible to perform semi- skilled grounds keeping/maintenance duties as directed by the Friary Manager to ensure the proper repair and maintenance of buildings, facilities, small machines and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Demonstrate, exemplify and support the Capuchin Charism throughout all professional responsibilities and activities.
- Responsible to develop and maintain a preventive maintenance program for facilities including: heating, air conditioning, maintenance and repair of buildings and equipment.
- Responsible to keep materials needed for routine maintenance in supply
- Perform secondary repairs and maintenance duties including painting, rough carpentry, basic plumbing, electrical work, painting and varnishing.
- Create and maintain schedules and records of all preventive maintenance and document all equipment repairs.
- Participate with the local minister and Friary Manager in the selection and oversee the performance, scheduling and workmanship of contractors.
- Obtain and evaluate bids for services
- Conduct an annual assessment of facilities and grounds to identify needed improvements and repairs.
- Coordinates and oversees building safety and security issues.
- Responsible to take recycling materials to recycle center, maintain machines and tools for lawn and snow and cars
- Responsible for all lawn maintenance and snow removal
- Identify safety and security issues and suggest possible solutions or alternatives.
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: High School Diploma or equivalent, 2 years building maintenance experience. Knowledge of general trade building skills sufficient to perform repairs and maintenance work, ability to use zero turn mower, snowblower, chain saw, power and hand tools and drive plow truck, able to climb ladders and work at heights safely, able to work a flexible schedule including weekends, and holidays and be available to be on call. Able to lift and move up to 50 pounds and travel locally.

Review of resumes and applications will begin immediately.

Interested candidates may apply in the following ways:

1. Submit letter of interest and resume to:
employment@thecapuchins.org Include Maintenance – St. Fidelis in the subject line
2. Send resume by mail to:
Attention: Human Resources
Re: Maintenance – St. Fidelis
Conner Soup Kitchen
4390 Conner,
Detroit, MI 48215

Internal candidates may apply by completing an internal application (available from their supervisor) or by sending a resume to employment@thecapuchins.org