

**Maintenance Worker – Full Time
Capuchin Retreat Center, Washington, MI
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 Capuchin Retreat Center is located on 95 acres and includes a chapel, friary, meeting rooms and rooms for retreatants to spend the night. This position is responsible for performing maintenance and grounds keeping duties to ensure the proper repair and maintenance of buildings, facilities and equipment so that all can be welcomed with hospitality.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities.
- Responsible for performing preventive maintenance for facilities including: heating, air conditioning, maintenance and repair of buildings and equipment.
- Responsible to immediately respond to emergencies including building security notifications
- Perform secondary repairs and maintenance duties including painting, rough carpentry, basic plumbing, electrical work
- Document preventative maintenance and equipment repairs
- Oversee required facilities safety inspections
- Identify safety and security issues and suggest possible solutions and alternatives.
- Set-up for events in dining room and conference rooms
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: High School Diploma or equivalent, 2 years' experience in building maintenance, knowledge and ability to complete basic general trade building skills sufficient to perform secondary repairs and maintenance work, effectively use hand and power tools, ability to climb ladders and work at heights safely, effective Microsoft Office skills, knowledge of MI OSHA safety standards and use of PPE able to lift and move up to 50 pounds repeatedly, able to be on call and work a flexible schedule including weekends and holidays, able to travel locally.

Review of resumes and applications will begin immediately.

Interested candidates can apply by:

1. Submit letter of interest and resume to:

employment@thecapuchins.org Include Maintenance Worker in subject line

(Or)

2. Attention: Human Resources
Re: Maintenance Worker
Conner Soup Kitchen
4390 Conner
Detroit, MI 48215

Current employees may apply by submitting an internal application to employment@thecapuchins.org
Internal applications are available from your supervisor or Human Resources