

Solanus Casey Center Assistant – Full Time
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 Solanus Casey Center (SCC) Assistant will work with staff to ensure that the SCC common areas, gardens and Chapel are clean and inviting to guests. This position will also assist with special events, refreshments after mass and covering the Reception Desk for breaks to ensure that everyone is welcomed with hospitality.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Demonstrates, exemplifies and supports the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Perform janitorial tasks for SCC (including restrooms, common areas, kitchen, offices, gift shop, chapel) and the Development floor
- Assist in covering for breaks for the Reception Desk
- Assist in maintenance of gardens
- Notify Security of any safety concerns
- Work with volunteers to provide refreshments and clean up after Sunday masses
- Be available to assist for all ministry programs and activities
- Ensure walkways and entryways are clear of snow, ice and water
- When encountering guests assist or provide direction to assistance
- Comply with Province and ministry policies, procedures, guidelines and standards.

QUALIFICATIONS: High school diploma or equivalent, ServSafe certification or ability to attain within 90 days of hire, 2 years commercial cleaning experience, ability to be welcoming and professional and work weekends and holidays. Must be able to lift and move up to 50 pounds, experience with multiline phone system and floor scrubber

Review of resumes will begin immediately.

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

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

To apply in person ask for an application at the Meldrum Soup Kitchen, 1264 Meldrum, Detroit.