

**Weekend Assistant – Solanus Casey Center
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 Weekend Assistant covers all general needs of the Solanus Casey Center which may arise on the weekends. This position will welcome and assist all guests and volunteers with hospitality.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Responsible for general maintenance and cleaning inside and outside of the building, including restrooms and kitchen
- Provide relief coverage for receptionist
- Refill supplies and clean general work area
- In collaboration with other Solanus Casey Center staff, act as liaison for groups using the Center on weekends
- Assist in hospitality by setting up coffee and drinks for groups that have contracted the use of the Center
- Work in conjunction with Hospitality Coordinator to ensure kitchen is properly maintained
- Monitor security screens from work area
- Open and close the Solanus Casey Center according to established procedures
- During winter months, ensure the doors and walkways are free and clear to allow guests to enter the Solanus Casey Center safely
- While observing Province guidelines assist guests with donations and Seraphic Mass Association enrollments
- Comply with Province and ministry policies, procedures, guidelines and standards

Qualifications: High School Diploma or equivalent, one year of related experience, Serve Safe certification or ability to attain within 90 days, effective customer service skills, ability to use multiline phone system, knowledge and understanding of Franciscan and Catholic tradition, ability to work a flexible schedule including holidays.

Review of resumes and applications will begin immediately.

Interested candidates can apply by:

1. Pick up application at the Meldrum Soup Kitchen
 2. **Submit letter of interest and resume to:**
employment@thecapuchins.org Include Weekend Assistant in the subject line.
- (Or)
3. Attention: Human Resources
Re: Weekend Assistant
Conner Soup Kitchen
4390 Conner
Detroit, MI 48215