

Site Host/Custodian
Capuchin Community Services
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.

Capuchin Community Services

Capuchin Community Services has two sites in Milwaukee (The House of Peace and St. Ben's Community Meal which assists those with basic subsistence needs (food, clothing etc.).

Position Overview

We are seeking a full-time The Site Host/Custodian is responsible for assisting in the daily operations of the St. Ben's Community Meal Site in addition to ensuring that the site is clean and well maintained in order to sustain a safe and hospitable environment for guests, volunteers and employees.

Essential Duties and Responsibilities

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Greet guests and guide them to appropriate service
- Ensure all guests demonstrate appropriate behavior; communicate any issues with Assistant Director
- Ask guests who are demonstrating inappropriate behavior to leave the building and to assist other Site Hosts with guests who refuse to leave.
- Assist with set-up and breakdown of site operations
- Ensure bathrooms and conference room are clean with adequate supplies
- Attend to trash and recycling bins as needed throughout building
- Pick up litter and debris around outside of building
- Assist Maintenance Staff when requested
- Identify safety and security issues and suggest possible solutions or alternatives communicating them to Assistant Director
- Work with staff to ensure all positions are covered
- Available to assist in all ministry services, programs and activities
- Help with moving donations of food and clothing to appropriate storage and distribution areas
- Comply with Province and ministry policies, procedures, guidelines and standards

Qualifications

- High School Diploma or Equivalent
- Ability to be welcoming and professional and maintain confidentiality
- Effective communication, problem solving, interpersonal and organizational skills
- Effective Microsoft Office skills
- Ability to work a flexible schedule including weekends and holidays
- Ability to lift and move up to 40 pounds

- Ability to work both inside and outside in extreme weather year round
- Ability to travel locally

Competitive Benefits Package

The Province of St. Joseph of the Capuchin Order works to support our employees by offering a comprehensive benefit package, including:

- Medical, Dental and Vision Insurance
- Disability and Life Insurance
- Tuition Assistance
- Traditional Pension Plan and 403(b) retirement savings
- Generous Paid Time Off (PTO) and Holidays

How to Apply:

Interested candidates can apply by submitting letter of interest and resume to employment@thecapuchins.org – include Site Host/Custodian in the subject line.

Current employees may apply by submitting resume or an internal application (available from HR or your supervisor) to employment@thecapuchins.org