

**THE PROVINCE OF ST. JOSEPH OF THE CAPUCHIN ORDER**  
**Jefferson House Health and Safety House Manager – Capuchin Soup Kitchen**

*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 Health and Safety House Manager ensures a healthy and safe environment for residents and staff while coordinating daily living operations of the facility in conjunction with the House Coordinator and Counselors.

**Responsibilities:**

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities.
- Monitor house and grounds for needed cleaning and repairs
- Supervise outside maintenance for landscaping and snow removal
- Ensure residents complete assigned cleaning detail; manage tool and supply log
- Monitor safety of house including smoke detectors, boiler, evacuation drills
- Complete monthly health and safety reports
- During shift conduct routine safety checks of house and grounds and residents
- Orient new residents to use of equipment, tasks and routine of house
- Assist House Coordinator with purchasing
- Monitor resident behavior reporting concerns to program staff
- Prepare routine reports on safety checks and preventative maintenance
- Comply with Province and ministry policies, procedures, guidelines and standards

**Qualifications:** High School Diploma or equivalent, Chauffer's license or ability to attain, knowledge of health and safety requirements for residential care facilities, basic understanding of substance abuse disorders and treatment principles, ability to work a flexible schedule including some holidays, effective communication, interpersonal and organizational skills

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](mailto:employment@thecapuchins.org) Include House Health and Safety Manager in the subject line.  
(Or)
3. Attention: Human Resources  
Re: House Health and Safety Manager  
Conner Soup Kitchen  
4390 Conner  
Detroit, MI 48215