



**Housekeeper
Mt. Calvary, Wisconsin
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 Franciscan Province of St. Joseph

The Capuchin Franciscan Province of St. Joseph is a religious community of friars inspired by St. Francis of Assisi. The friars live and work with those who struggle with challenging circumstances and serve God through prayer and the work they do, in the communities they serve.

Position Overview

The St. Lawrence Friary is located on the grounds of St. Lawrence Seminary High School in Mt. Calvary, Wisconsin. It is home to both retired friars and those who work at the High School. This position is responsible for cleaning and housekeeping of the friary guest rooms, kitchen and common areas ensuring hospitality to both residents and visitors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Demonstrate, exemplify and support the Capuchin Charism throughout all professional responsibilities and activities.
- Report building maintenance issues to the Facilities Supervisor.
- Clean guest rooms, conference rooms, library, chapel, dining room, offices, kitchen, bathrooms, lounge and other areas requiring housekeeping services.
- Clean friars' rooms as needed.
- Place orders with contracted food services provider, maintaining communication to ensure orders and other needs are up to date.
- Shop for friary weekly, reconciling receipts and submitting to Guardian for record keeping.
- Bake cookies and desserts as requested by community.
- Be available to provide assistance for community and special events including bar tending.
- Wash, fold and store laundry as needed.
- In coordination with the Guardian, ensure that guest rooms are ready for guests in a timely manner.

- Keep equipment in good working order, reporting any malfunctions to the Facilities Supervisor.
- Maintain an adequate inventory of supplies and equipment to provide a clean, safe and comfortable environment.
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications

- High School Diploma or equivalent
- 2 years' experience in building cleaning
- Wisconsin Responsible Beverage Server Certificate or ability to attain within 60 days.
- Protecting All God's Children Certificate or ability to attain within 60 days
- Ability to work a flexible work schedule
- Knowledge of and ability to use cleaning/housekeeping techniques.
- Able to use household and cleaning equipment, cleaning products and chemicals.
- Knowledge of baking practices to prepare baked goods satisfactorily.
- Effective Microsoft Office skills.
- Effective time management, problem solving, interpersonal, organizational, and verbal and written communication skills.
- Ability to maintain confidentiality.
- Must be able to lift and move up to 40 pounds
- Ability to be welcoming and professional and 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.
- Employee needs 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 Housekeeper in subject line.

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