

**Shipping and Receiving Worker – Full Time**  
**The Province of St. Joseph of the Capuchin Order – Capuchin Soup Kitchen - Detroit**

*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 Province of St. Joseph is currently seeking a Shipping & Receiving Worker to assist the Lead Shipping & Receiving Worker with receiving and processing donations, assisting clients with furniture and appliance orders, operating fork lift trucks and driving trucks when necessary. This position is responsible for maintenance of the shipping & receiving area and warehouse in general including removing trash, moving furniture, etc. and daily attention to truck issues.

**Essential Duties include:**

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Assist in the receiving of merchandise and the shipping of client furniture and appliances
- Receive donations from benefactors and provide acknowledgement of receipt
- Load and unload CSK vendor vehicles as needed
- Demonstrate safe forklift driving skills and safe power pallet jack operation skills in the loading and unloading of CSK and vendor vehicles
- Provide benefactors with written tax receipts and record any donor concerns
- Drive CSK vehicles for deliveries or pick-ups as necessary
- Perform a vehicle maintenance check once per week
- Route daily pick-ups of donations according to scheduled runs
- Drive and load truck with donated items, protecting items from in-transit damage
- Unload truck once runs have been completed & assist in the proper storage of donated items
- Operate CSK vehicles in a safe and conscientious manner
- Report any accident, traffic citations, or vehicle damage to the Operations Manager
- Comply with Province and ministry policies, procedures, guidelines and standards

**Qualifications:** High school diploma or equivalent preferred. Hi-Lo Forklift experience preferred and ability to complete Powered Industrial Lift Truck Operator Certification. Valid Michigan operator's license required and must be able to gain a chauffeur's License. Insurable Driving record required. Demonstrated ability to drive a CSK truck or similar vehicle. Ability to understand and follow written and verbal directions.

The review of resumes will begin immediately. Please send letter of interest and resume to: [employment@thecapuchins.org](mailto:employment@thecapuchins.org) Include "Shipping and Receiving Worker" in the subject line.

*Or mail to:* Attention: Human Resources  
Shipping and Receiving Worker  
The Province of St. Joseph of the Capuchin Order  
1820 Mt. Elliott Street  
Detroit, MI 48207