

Kitchen Manager – Capuchin Community Services, St. Benedict Site – Milwaukee, WI
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 Kitchen Manager is responsible for the oversight and supervision of the daily activities of the Community meal. Under the direction of the Assistant Director at the St. Ben's site, the kitchen manager assures that a nutritious meal is served in an atmosphere of hospitality and respect.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Oversees and supervises the daily operation of the meal services
- Ensure proper sanitation procedures are observed and maintained in all aspects of food preparation, serving and storage
- Oversees cleanliness and safety of kitchen equipment and facility
- Collaborates with the Assistant Director on policy and personnel issues
- Serve as the point of contact for sponsorship groups and volunteers
- Ensure that duties of the various Meal employees coordinate with other employees and support the mission of the meal
- Be available to represent Capuchin Community Services / St. Ben's Community Meal at community meetings and in collaboration with other ministries
- Attends to the level of hospitality and respect demonstrated at the Meal on a daily basis
- Assures that the kitchen and supply duties are completed to support the Meal operation
- Complies with Province and ministry policies, procedures, guidelines and standards
- Other duties as assigned

Qualifications:

- High school diploma or GED
- Minimum of 1 year experience working in a supervisory position
- Ability to work independently and in collaboration with others
- Effective Supervisory skills
- Ability to successfully manage several tasks simultaneously
- Effective time management, problem solving, interpersonal and verbal and written communication skills
- Professional demeanor and appearance
- Demonstrated interest or involvement in charitable or social justice

Interested candidates can apply in any of the follow 2 ways:

Submit letter of interest and resume to:

1. employment@thecapuchins.org Kitchen Manager Position in the subject line.

- (Or mail to)
2. Attention: Human Resources
The Province of St. Joseph
1820 Mt. Elliott
Detroit, MI - 48207