

**Assistant Kitchen Manager - Full Time**  
**Capuchin Soup Kitchen – 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 Province of St. Joseph of the Capuchin Order, is currently seeking an Assistant Kitchen Manager at our Conner Kitchen who will supervise the Capuchin Soup Kitchen (CSK) staff and oversee daily volunteers and community service workers.

**Essential Duties and Tasks include:**

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Foster an environment of hospitality and warmth with all volunteers, guests, and employees in order to create a welcoming atmosphere for all
- Responsible for Breakfast, Lunch and/or Dinner prep
- Observe safe food handling and storage procedures
- Be able to order inventory / stock
- Inspect, sort and determine proper use of donated foods
- Monitor cleanliness and safety of kitchen equipment
- Observe maintenance and inventory needs of kitchen and communicate it these needs to Kitchen Manager
- Knowledge of and ability to use kitchen equipment
- Work with volunteers, delegating tasks and educating on how to accomplish tasks
- Work closely with team members to ensure smooth operation of kitchen
- Responsible for some weekend and evening catering events
- Other Tasks and Duties as assigned
- Will be doing prep work and serving meals
- Recording of meal count statistics at shifts end

Qualifications: The desired education and experience level for this position are Associate's degree in culinary science or 3-4 years equivalent experience. Kitchen Manager experience strongly preferred. Experience in catering and banquets strongly preferred. Experience in baking and pastry making preferred. Must also be Serv-Safe certified. Ability to use Windows based computers, as well as knowledge of Microsoft Word and Excel. Ability to lift at least 50lbs.

Hours are varying Monday through Saturday / 40 hours a week

Please send letter of interest and resume to: [employment@thecapuchins.org](mailto:employment@thecapuchins.org) . Please include Assistant Kitchen Manager in the subject line.

Or mail to:       Attention: Human Resources  
                      Assistant Kitchen Manager  
                      The Province of St. Joseph of the Capuchin Order  
                      1820 Mt. Elliott Street  
                      Detroit, MI 48207