

**Cook – St. Fidelis Friary – Appleton, 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 St. Fidelis Friary is currently seeking a Cook who will be responsible for preparing and cooking meals as scheduled for the St. Fidelis Community.

**Responsibilities:**

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Prepare menus with the Local Minister and plan shopping lists for food and supplies
- Maintain appropriate inventories of food and supplies, keeping condiments and supplies stocked and clean in dining area, kitchen and pantry
- Store leftovers after each meal, recording date on container with leftover food, being sure to use or dispose of food at appropriate times
- Complying with the diets of the friars, prepare and serve two nutritious and quality meals
- Incorporate fresh fruits and vegetables in meal planning when possible and financially reasonable
- Monitor and replenish serving line during meals
- Keep equipment and appliances in good working order, reporting any malfunctions to the Friary Manager
- Develop and implement a cleaning schedule for areas of responsibility
- Follow established sanitation and safety guidelines and procedures
- Provide a clean and safe work environment throughout meal preparation and scheduled shift
- Works in conjunction with others to ensure the kitchen and dining room is prepared for meals and is cleaned after meals
- Comply with Province and ministry policies, procedures, guidelines and standards
- Other duties as assigned

**Qualifications:**

- High school diploma or GED
- Valid Drivers license
- 2 years experience in similar environment and level of responsibility
- Familiar with non profit work environment
- Ability to work a flexible schedule
- Knowledge of and ability to use appliances and equipment necessary to operate a kitchen
- Ability to work independent and with a team
- Professional demeanor and appearance
- Ability to respect confidentiality

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

**Submit letter of interest and resume to:**

1. [employment@thecapuchins.org](mailto:employment@thecapuchins.org) Cook Position in the subject line.  
(Or mail to)
2. Attention: Human Resources  
The Province of St. Joseph  
1820 Mt. Elliott  
Detroit, MI - 48207