

THE PROVINCE OF ST. JOSEPH OF THE CAPUCHIN ORDER
Assistant Kitchen Manager – Capuchin Soup Kitchen

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 Capuchin Soup Kitchen has 2 meal program sites serving full-course nutritious meals and is open to all free of charge. The Assistant Kitchen Manager will work to prepare and serve meals at the Soup Kitchens. This position will work to ensure that the ministry of the kitchens is fulfilled efficiently and with hospitality to our guests and volunteers.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities.
- Welcome volunteers and assign their tasks and ensure they are integrated into kitchen operations and shown hospitality
- Control spoilage, work toward zero waste
- Work alongside staff and volunteers to prepare meals per posted menus and recipes
- Open and close sites as needed
- Monitor staff activities with regard to meal prep, cleaning, etc.
- Inspect deliveries for accuracy
- Ensure completion of all daily duties regarding meal preparation and sanitation
- Motivate and encourage employees to complete assigned tasks for best outcomes
- Assist Kitchen Manager with scheduling and paid time off coverage
- Ensure guidelines for time and temperature controls, food preparation, portions and presentation are followed
- Assist with training newly hired staff
- Assist in CSK services, programs and activities
- Ensure proper use of donated goods
- Notify Kitchen Manager of inventory status or equipment problems
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: Associates in Culinary Arts or 3 years of kitchen experience, 2 years of kitchen management experience OR combination of education and experience. ServSafe and Allergen Certificate or ability to attain within 90 days of hire. Comprehensive understanding of properly yielding and writing recipes, working knowledge of MS Office, ability to effectively supervise staff, able to work a flexible schedule including Saturdays and some holidays, able to lift and carry up to 50 pounds, able to travel locally

Review of resumes and applications will begin immediately.

Interested candidates can apply by:

1. Pick up application at the Conner Soup Kitchen
2. **Submit letter of interest and resume to:**

employment@thecapuchins.org Include Assistant Kitchen Manager in the subject line.
(Or)

3. Attention: Human Resources
Re: Assistant Kitchen Manager
Conner Soup Kitchen
4390 Conner
Detroit, MI 48215

Current employees may apply by submitting an internal application (available from Human Resources or your Supervisor) to employment@thecapuchins.org