

**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 Assistant Kitchen Manager will work with the Manager of the Soup Kitchens 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.
- Assist Manager of the Soup Kitchens to creatively incorporate donated and purchased food product to control spoilage and reduce waste
- Actively prepare meals per posted menus and recipes ensuring portions and presentation guidelines are followed
- Open and close sites ensuring guidelines and staffing are met
- Assist Manager in monitoring staff assignments and scheduling
- Inspect deliveries for accuracy
- Ensure completion of all daily duties regarding meal preparation and sanitation
- Ensure time and temperature controls are monitored and enforced
- Ensure volunteers are integrated into kitchen operations and shown hospitality
- Ensure employees and volunteers comply with health and safety standards and regulations
- Assist Kitchen Manager with inventory control and stock rotation
- Complies with Province and ministry policies, procedures, guidelines and standards.

**Qualifications:** Associates in Culinary Arts, 2 years of kitchen supervisory experience OR combination of education and experience; Serve Safe and Allergen Certification or ability to attain in 30 days, ability to travel locally and work a flexible schedule including weekends and holidays.

Review of resumes and applications will begin immediately.

Interested candidates can apply by:

1. Pick up application at the Meldrum Soup Kitchen
2. **Submit letter of interest and resume to:**  
[employment@thecapuchins.org](mailto: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