

**Bake House Shift Leader – ROPE Bakery**  
**The Province of St. Joseph of the Capuchin Order – 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 Province of St. Joseph of the Capuchin Order is currently seeking a Bakery Shift Leader for our Capuchin Soup Kitchen's ROPE Bakery. The primary responsibilities of this position are to lead daily operations in the Bakery, which includes a central task of training men in the ROPE program, along with our volunteers, under the direction of the Bakery manager and Ministry Director.

**Responsibilities:**

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Work under the direction of the bake house manager to ensure continued smooth operation of bakery equipment, processes, and facilities
- Work with, train, and direct ROPE Program trainees
- In a hospitable manner, work with and guide volunteers
- Maintain awareness of all product knowledge information
- Ensure bakery is properly cleaned in all areas, particularly where product is prepared, handled and wrapped
- Ensure all special orders are filled on time
- Follow master cleaning schedule and delegate where needed
- In coordination with Bake House Manager and employees, oversee deliveries
- Assist in ongoing maintenance needs of delivery vehicles
- Monitor maintenance needs of bakery
- Project, update and track prep sheets for off-site selling
- Other tasks as assigned

**Qualifications:** The desired education and experience level for this position is a high school diploma or GED required. Ability to communicate verbally and in writing with associates, volunteers and guests. Ability to read, count money and accurately complete all documentation. Professional demeanor and appearance. Ability to work various hours and days as business dictates. Must be serve-safe certified prior to job offer. At least 2 years in similar bakery environment required, 5 years preferred. At least 2 years in a supervisory role required, 5 years preferred.

**Schedule:** Varied schedule throughout the week, including midnights and some weekends.

Interested candidates can apply in any of the follow 3 ways:

1. Pick up an application at the Meldrum Soup Kitchen site.  
**OR Submit letter of interest and resume to:**
2. [employment@thecapuchins.org](mailto:employment@thecapuchins.org) Include Bake House Shift Leader in the subject.
3. Attention: Human Resources  
Bake House Shift Leader  
The Province of St. Joseph of the Capuchin Order  
1820 Mt. Elliott Street  
Detroit, Michigan 48207