

**Flex Cook – Capuchin Soup Kitchen  
The Province of St. Joseph of the Capuchin Order - Detroit**

*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 Flex Cook for our Capuchin Soup Kitchen/CSK ministry. The role of the Flex Cook will be to work with the Kitchen Managers at our Meldrum and Conner locations to assist with menu planning, meal preparation, inventory monitoring, catering (Meldrum), and a variety of other kitchen tasks.

**Essential Duties include:**

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities.
- Assist in menu planning at CSK sites
- Assist in expanding menu selections both nutritionally and culturally
- Assist in catering responsibilities which requires local travel
- Observing a flexible schedule, support multiple sites based on kitchen needs, including working occasional Saturday's
- Prepare large quantities of food for breakfast, lunch, and/or dinner
- Monitor inventory to ensure kitchens are stocked with necessary items
- Monitor spoilage rate of food
- Comply with nutrition and sanitation regulations and safety standards
- Assist Kitchen Manager and Assistant Kitchen managers in ordering inventory and stock
- Observe maintenance and functionality needs of kitchen equipment, and report issues to Kitchen Manager
- Work with friars, employees and volunteers to develop a comfortable, hospitable and supportive environment for guests of the CSK
- Be welcoming, appreciative, and hospitable with volunteers in order to help them to be part of the ministry
- Open or close Soup Kitchen buildings as needed
- Clean kitchen surfaces, equipment, floors, coolers, freezers, stock areas and cafeteria
- Comply with Province and ministry policies, procedures, guidelines and standards.

**Qualifications:** Culinary Degree from accredited culinary school required. Serve-Safe certified required. 3+ years of kitchen management experience preferred. Ability to work a flexible schedule, including Saturdays, required. Catering experience preferred. Commercial kitchen experience preferred. Ability to lift up to 50lbs required.

The Review of resumes will begin immediately. Please send letter of interest and resume to: [employment@thecapuchins.org](mailto:employment@thecapuchins.org) Please include "Flex Cook - CSK" in the subject line.

Or mail to:

Attention: Human Resources

Flex Cook - CSK

The Province of St. Joseph of the Capuchin Order

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