

Kitchen Manager – Capuchin Community Services, Milwaukee, 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.

St. Ben's Community Meal, a program of Capuchin Community Services, operates a nightly meal program for the community. The Kitchen Manager, in collaboration with the Assistant Director, will manage operations of the kitchen ensuring volunteers and staff work to provide nutritious meals while ensuring that the ministry of the kitchens is fulfilled efficiently and professionally and with hospitality to our guests and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities.
- Manage food preparation, portion sizes and presentation.
- Use inventory management and waste reduction practices to responsibly use donated and purchased goods.
- Prepare recurrent reports on kitchen statistics including number of meals served, inventory and spoilage.
- Ensure employees, sponsorship groups and volunteers comply with health and safety standards and regulations.
- Routinely inspect all kitchen facilities and site areas to ensure safety, efficiency and cleanliness in accordance with CCS and agency guidelines.
- In collaboration with Assistant Director, manage, train and supervise staff including assignments, schedules and paid time off.
- Ensure volunteers are integrated into kitchen operations as appropriate and shown hospitality.
- Be available to represent St. Ben's Community Meal at community meetings and in collaboration with other ministries and agencies.
- Work within assigned budget.
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: BA in culinary arts or restaurant management, hospitality or related field, 5 yrs. Experience in food service management OR combination of education and experience, must possess Serv-Safe and Allergen Certifications, ability to do theoretical costing of food purchasing and labor, strong financial acumen, comprehensive understanding of properly yielding and writing recipes, ability to effectively supervise and inspire staff and volunteers, able to work a flexible schedule including weekends and some holidays, must be able to lift an move up to 50 pounds with assistance.

Interested candidates can apply in any of the follow ways:

Submit letter of interest and resume to:

1. employment@thecapuchins.org Include Kitchen Manager in the subject line.
(Or)
2. Attention: Human Resources
Re: Kitchen Manager
The Province of St. Joseph of the Capuchin Order/Conner Kitchen
4390 Conner
Detroit, MI 48215