

Kitchens Manager – On the Rise Bake House and Café
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 Kitchen Manager will oversee operations of the kitchens and staff of the Capuchin Soup Kitchens specifically the On the Rise Bake House and Café. They 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
- Manage overall operation of Café and Bake House
- Supervision of staff including scheduling, assignments and training
- Create report on statistics such as sales, inventory and spoilage
- Ensure employees comply with health and safety standards and regulations
- Work with staff to boost sales and increase productivity and product expansion
- Inspect equipment and work areas
- Monitor and approve time cards and Paid Time Off
- Ensure volunteers are integrated into kitchen operations as appropriate and shown hospitality
- Manage requests for special orders
- Work within assigned budget
- Coordinate offsite sales
- Manage quality control for raw materials and finished products
- Manage inventory
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: BA in culinary arts or restaurant management, 5 years of experience in bakery management OR combination of education and experience equal to above. Customer service experience, ServeSafe and Allergen certification. Ability to do theoretical costing of food purchasing and labor; strong financial acumen, command of profit and loss; ability to create effective merchandising and marketing plan; able to understand yielding and writing recipes Microsoft Office, must be able to work flexible schedule.

Interested candidates can apply in one of the following ways:

Submit letter of interest and resume to:

1. employment@thecapuchins.org Include Kitchens Manager On the Rise Bake House and Cafe in the subject line.
(Or)
2. Attention: Human Resources
Re: Kitchens Manager On the Rise Bake House and Cafe
The Province of St. Joseph of the Capuchin Order
1820 Mt. Elliott Street
Detroit, Michigan 48207