

Pantry/Clothing Worker – Full Time
The Province of St. Joseph of the Capuchin Order
Capuchin Soup Kitchen (CSK)- Services Center

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 bi-lingual pantry/clothing worker for our Capuchin Services Center. The primary responsibilities of this position will be to prepare and distribute food for guests, assist in the safe storage of food products, sort clothing and assist guests.

Essential Duties include:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Assist in unloading of products from delivery or donor vehicles
- Assist guests with the shopping process
- Assist in the safe storage, handling, and distribution of food products
- Stock food items
- Sort, grade, stock and categorize clothing and other donated items
- Be available to assist in all CSK programs and activities
- Assist in preparation of materials for the shower program for our Meldrum Kitchen site
- Create a welcoming environment for all, including volunteers, guests, and other visitors
- Assist with daily and deep cleaning tasks along with basic maintenance of buildings and grounds
- Assist with the guest intake process
- Comply with Province and ministry policies, procedures, guidelines and standards

- **Qualifications:** High School diploma or GED, ability to speak Spanish and to bend, lift and carry at least 50 pounds with assistance. Willingness to obtain a Serve Safe Certificate. Effective communication, problem solving, interpersonal and organizational skills. Ability to work a flexible schedule including weekends and holidays

Hours are 5 days a week, 8:30am – 4:30pm, 40 hours/week

Interested candidates can apply in any of the follow ways:

1. Pick up an application at the Conner Soup Kitchen site.

Submit letter of interest and resume to:

2. employment@thecapuchins.org Include Pantry/Clothing Worker in the subject line.

3. Attention: Human Resources
Pantry/Clothing Worker
The Province of St. Joseph of the Capuchin Order
4390 Conner
Detroit, Michigan 48215