

Site Host Team Lead
The Province of St. Joseph of the Capuchin Order – Capuchin Community Service
St. Ben's Community Meal Site

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 Site Host Team Lead is responsible for helping the Assistant Director direct the activities of the Site Hosts to ensure the safety and hospitality of all guests, volunteers and staff. This is a full-time position. In addition to medical, dental, life and disability insurance we offer tuition reimbursement, pension and generous paid time off.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities.
- Ensure safety of guests, staff and volunteers by working with and overseeing activities of Site Hosts before, during and after meals
- Provide administrative support for front office at St. Ben's
- Conduct shift closing procedures and building lock up
- Schedule Site Hosts for meals and related assignments
- De-escalate situations and communicate any issues with Assistant Director; assist with removal of those in disputes as necessary; complete incident reports in a timely manner
- Available to assist in all ministry services, programs and activities
- Identify safety and security issues and communicate them to Assistant Director
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: High School Diploma or GED, 1 year of supervisory experience and experience in customer service, effective Microsoft office and data entry skills, ability to travel locally, able to work a flexible schedule including nights and weekends, maintain confidentiality and lift and move up to 50 pounds.

Review of resumes and applications will begin immediately.

Interested candidates can apply in any of the follow ways:

1. Pick up an application at the St. Ben's Meal Site, 930 W. State St, Milwaukee, WI
2. Submit letter of interest and resume to employment@thecapuchins.org
Include Site Host Team Lead in the subject line.