

## **Operations Manager – Detroit – Capuchin Soup Kitchen 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.*

The Province of St. Joseph of the Capuchin Order is currently seeking an Operations Manager for our Capuchin Soup Kitchen (CSK) Services Center. The Ops Manager is responsible for managing and maintaining the services and programs provided at the Services Center as well as supporting the Ministry Director in some operational and strategic planning for the CSK Ministry.

Essential Duties include:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities.
- Manage Capuchin Services Center Shoppers Choice Pantry and inventory
- Coordinate with EAW Manager on services provided to guests
- Coordinate with CSK managers on ordering, delivery and storage of food products
- Work with CSK Director in establishing the budget for the Services Center
- Establish and Maintain effective vendor relations
- Assist the Development Department with CSK events
- Analyze business flow in shipping/receiving, clothing sorting and warehouse operations
- Maintain responsibility for utilization and conservation of physical and financial assets of Services Center operations within CSK
- Supervize and annually evaluate staff
- Oversee supervision of staff in shipping/receiving, pantry and clothing sorting
- Serve on CSK Leadership Team

Qualifications: The desired education and experience level for this position are an advanced degree in management or human services discipline, or equivalent experience. Minimum 2 years senior management and warehouse experience. Ability to prioritize tasks and handle many tasks at once. Serve Safe certification or willingness to obtain one. Ability to obtain Chauffeur's license & DOT Physical. Working knowledge of Microsoft Office Suite.

The review of resumes will begin immediately.

**Please send letter of interest and resume to:** [employment@thecapuchins.org](mailto:employment@thecapuchins.org) Please include Operation Manager in the subject line.

**Or mail to:** Attention: Human Resources  
Capuchin Soup Kitchen - Operations Manager  
The Province of St. Joseph of the Capuchin Order  
1820 Mt. Elliott Street  
Detroit, MI 48207