

**Pantry/Clothing Worker – Full Time**  
**The Province of St. Joseph of the Capuchin Order – 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 pantry/clothing worker for our Capuchin Services Center. The primary responsibilities of this position will be to prepare and distribute food packages for clients and assist in the safe storage of food products.

**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 food products from delivery vehicles when necessary
- Assist guests with the shopping process
- Assist in the safe storage of food products
- Stock foods items as needed or directed
- Sort, grade and categorize clothing
- Evaluate donated household items
- Assist in preparation of materials for the Capuchin Shower Program
- Other tasks as assigned

**Qualifications:** The desired education and experience level for this position is a High School diploma or GED. Ability to bend, lift and carry at least 50 pounds. Must be willing to obtain a Serve Safe Certificate. Ability to read, write and follow detailed oral and written instructions in English. Ability to maintain cooperative working relationships with management, co-workers and guests to the Soup Kitchen.

Hours are 5 days a week, 8:30am – 4:30pm with potential for extra hours. 40 hours/week

Interested candidates can apply in any of the follow 3 ways:

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

**Submit letter of interest and resume to:**

2. [employment@thecapuchins.org](mailto:employment@thecapuchins.org) Include Pantry/Clothing Worker in the subject line.

(Or)

3. Attention: Human Resources  
Pantry/Clothing Worker  
The Province of St. Joseph of the Capuchin Order  
1820 Mt. Elliott Street  
Detroit, Michigan 48207

*Open for internal and external candidates 3/2/2018 through 3/16/2018*