

CAPUCHIN SOUP KITCHEN JOB POSTING

The Capuchin mission is based on service and nurturing of the human spirit. The Capuchin Soup Kitchen is a ministry within the Province of St. Joseph of the Capuchin Order. The Soup Kitchen ministry serves meals at our two soup kitchens, assists with groceries, clothing, and furniture items on an emergency basis at our warehouse services center and provides a men's residential substance abuse recovery program.

The Province of St. Joseph of the Capuchin Order is an equal opportunity employer. Neither the Province nor the Capuchin Soup Kitchen (CSK) will discriminate against any otherwise qualified employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment because of race, color, religion, national origin, age, sex, height, weight, marital status, disability or other legally protected status.

Employees of the Province of St. Joseph of the Capuchin Order are expected to demonstrate and support the Capuchin mission, vision and values throughout all professional responsibilities and activities by acting at all times towards clients, volunteers, vendors, benefactors and co-workers with hospitality, joyful service and compassion; and to partner with all for empowerment and justice.

To apply for this position, please submit a completed application at Human Resources at 1264 Meldrum, Detroit, MI 48207 or email your cover letter and resume to employment@thecapuchins.org by January 15, 2016. The hiring process will include an interview for qualified applicants, and any person hired must complete a pre-employment drug and alcohol test and background check.

General Description:

We are seeking a Shift Assistant Manager who will serve as the person in authority in the absence of the Kitchen Manager. In addition to supervising the Capuchin Soup Kitchen staff, this position will also oversee the daily volunteers and community service workers. On a daily basis, the Assistant Manager will coordinate all functions with the Kitchen Manager and work with Security personnel, as well as the Morning Assistant Manager who will also be an integral figure in managing controllable expenses.

Work Location: 4390 Conner Ave.; Detroit, MI 48215

Job Start Date: November 2015

Hours per Week: 40 hrs T-Sat Afternoon Shift

Responsibilities:

- Do prep work and serve meals
- Record meal count statistics at shift's end daily
- Observe safe food handling and storage procedures
- Be able to order/inventory stock
- Inspect, sort and determine proper use of donated foods
- Monitor cleanliness and safety of kitchen equipment, and delegate accordingly
- Observe maintenance and inventory needs of kitchen and communicate these needs to Manager

Knowledge, Skills and Abilities Needed:

- Associate's degree in culinary science or 3-4 years equivalent experience
- Must be Serv-Safe certified, or willing to obtain same
- Two years supervisory experience required
- Knowledge of and ability to use appliances and equipment necessary to operate a kitchen
- Ability to oversee physical aspect of kitchen operations including alerting Facilities Manager of needed repairs
- Ability to efficiently and simultaneously manage, prioritize and delegate several tasks
- Ability to order/inventory stock
- Willingness to obtain a Food Handler's card
- Basic computer skills, familiarity with Microsoft Word and Excel
- Knowledge of and ability to use kitchen appliances and equipment
- Professional demeanor and appearance
- Effective interpersonal skills
- Effective oral and written communication skills
- Valid State of Michigan driver's license