

## Assistant Kitchen Manager

### Capuchin Soup Kitchen

*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 Assistant Kitchen Manager will work to prepare and serve meals at the Capuchin Soup Kitchens. They will work to ensure that the ministry of the kitchens is fulfilled efficiently and with hospitality to our guests and volunteers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities.
- Welcome volunteers and assign their tasks
- Control spoilage
- Actively prepare meals per posted menus and recipes
- Open and close sites as needed
- Monitor staff activities
- Inspect deliveries
- Ensure completion of all daily duties regarding meal preparation and sanitation
- Ensure time and temperature controls are monitored and enforced
- Motivate and encourage employees to complete assigned tasks for best outcomes
- Assist Kitchen Manager with scheduling and paid time off coverage
- Ensure guidelines for food preparation, portions and presentation are followed
- Assist with training staff
- Ensure proper use of donated goods
- Notify Kitchen Manager of inventory status
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: Associates in Culinary Arts or 5 years of kitchen experience, 2 years of kitchen management experience, must possess ServeSafe and Allergen Certification. Working knowledge of Microsoft Office, ability to supervise staff.

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

1. Pick up an application at the Meldrum Soup Kitchen site.
2. Submit letter of interest and resume to:  
employment@thecapuchins.org Include Kitchen Manager in the subject line. (Or)
3. Attention: Human Resources Re: Kitchen Manager The Province of St. Joseph of the Capuchin Order 1820 Mt. Elliott Street Detroit, Michigan 48207