

Assistant Manager, Services Center
The Province of St. Joseph of the Capuchin Order – 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 Capuchin Services Center assists our Detroit neighbors with food and clothing. The Assistant Manager will assist the Director, Operations to ensure efficiency in the receiving, rotation and distribution of inventory, operations and hospitality for guests and volunteers and donors.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Assist Director of Operations in the receiving, organization, monitoring, and distribution of inventory
- Under the guidance of the Director, work with staff to ensure all areas of building and outside property is clean and well maintained
- Assist Volunteer Coordinator and Director with volunteer hospitality and direction
- Support Director in monitoring contracted security guards and assigning staff to areas of responsibility, cleaning, and daily schedules
- Work with Director to ensure overall visitor hospitality for guests and volunteers and donors
- Receive and organize donations
- Coordinate with meal sites for inventory availability and delivery
- When Director of Operations is not on site supervise Pantry staff and operations including ordering supplies and determining distribution of items
- Assist Director to monitor and rotate inventory to ensure it is within temperature parameters, expiration dates, and general safe food handling guidelines
- Float and work at various work stations to keep services efficient and hospitable
- Drive truck for deliveries or pick up as needed
- Notify Director of any building or equipment problems
- Under the direction of the Director assist with special projects
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: High School Diploma or GED, valid chauffeurs license and experience driving a box truck or similar, Serve Safe certification or ability to attain within 90 day of hire, 3 years grocery or warehouse experience, 2 years of customer service experience, 1 year supervisory experience, ability to drive a fork lift truck and attain certification within 90 days of hire, understanding of inventory management, able to travel locally, lift and move up to 50 pounds and work a flexible schedule including some weekends and holidays

Review of resumes and applications will begin immediately.

Internal candidates may apply by emailing a resume or internal application to employment@thecapuchins.org

Interested candidates may apply by emailing a resume to employment@thecapuchins.org include Assistant Manager in the subject line or by mailing a resume to:

3. Attention: Human Resources
Re: Assistant Manager
Conner Soup Kitchen
4390 Conner,
Detroit, MI 48215