

**Assistant Bakery Manager, On The Rise Café and Bake House
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 Assistant Bakery Manager works to ensure efficient operations of the Bakery and Café and provide leadership to staff. This position will work to ensure that the ministry of the kitchens is fulfilled efficiently and with hospitality to our guests and volunteers

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Assist in management of staff and operation of Café and Bake house ensuring guests receive appropriate service and hospitality
- Assist with representing Café and Bake House at offsite sale locations
- Ensure employees comply with health and safety standards and regulations
- Assist in reporting procedures
- Ensure staff comply with health and safety standards and regulations
- In coordination with Bakery/Café manager ensure appropriate inventory and timely production requirements are met
- Ensure opening and closing procedures are completed correctly
- Inspect equipment and work areas for safety, sanitation and compliance, reporting equipment problems to manager
- Ensure product displays and containers are stocked and attractive
- Ensure volunteers are integrated into kitchen and café operations as appropriate
- Work with staff to fulfill requests for special orders
- Ensure quality control for raw materials and finished products
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: Associates in culinary arts or restaurant mgmt., 1 yr. Experience in bakery, grocery or restaurant mgmt. OR combination of education and experience equal to above. Must possess ServSafe and Allergen Cert.or be able to attain within 90 days of hire, Customer Service Experience, effective communication, problem solving, interpersonal and organizational skills, flexible schedule including weekends, ability to travel locally, Microsoft Office skills

Review of resumes and applications will begin immediately.

Interested candidates can apply by:

1. Pick up application at the Meldrum Soup Kitchen
2. **Submit letter of interest and resume to:**
employment@thecapuchins.org Include Assistant Bakery Manager in the subject line.
(Or)
3. Attention: Human Resources
Re: Assistant Bakery Manager
Conner Soup Kitchen
4390 Conner
Detroit, MI 48215