

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 Bakery Manager will manage operations and provide leadership to staff of the On the Rise Bake House and Café. They 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
- Manage overall operations of Café and Bake House ensuring guests receive appropriate service and hospitality
- Be available to assist Kitchens with managing staff and operations as needed
- Supervise staff including scheduling, assignments and training
- Create recurrent reports on statistics such as sales, inventory and spoilage
- Ensure employees comply with health and safety standards and regulations
- Work with staff to boost sales and increase productivity and product expansion
- Ensure maintenance of equipment and cleanliness of facilities
- Ensure volunteers are integrated into operations as appropriate
- Ensure that special orders are filled to customer expectations
- Work within assigned budget
- Coordinate offsite sales
- Manage quality control for raw materials and finished products
- Manage inventory including ordering supplies
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: Associates in culinary arts or restaurant mgmt., 5 yrs. Experience in bakery mgmt. OR combination of education and experience equal to above. Must possess ServSafe and Allergen Cert., Customer Service Experience, ability to do large batch baking from scratch, ability to do theoretical costing of food purchasing and labor, profit/loss calculations, create effective merchandising and marketing plan, Microsoft Office skills, ability to work a flexible schedule including weekends, ability to travel locally.

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 Bakery Manager in the subject line.
(Or)
3. Attention: Human Resources
Re: Bakery Manager
Conner Soup Kitchen
4390 Conner
Detroit, MI 48215