

Café Shift Leader in Training **The Province of St. Joseph of the Capuchin Order – On The Rise Cafe**

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 Province of St. Joseph of the Capuchin Order is currently seeking a Café Shift Leader in Training for our Capuchin Soup Kitchen's On the Rise Café. The primary responsibilities of this position are to lead daily operations in the On The Rise café, under the direction of the Café manager and Ministry Director.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Ensure that each guest receives outstanding service by providing a friendly environment
- Ensure each guest is greeted appropriately, and display excellent customer service
- Maintain awareness of all product knowledge information and merchandise
- Prepare and serve all café foods and beverages using proper food handling techniques
- Ensure café is properly cleaned in all areas, particularly where food is prepared and handled
- Accurately and efficiently complete all sales transactions and maintain proper cash and other register accountabilities
- Work with and direct volunteers
- Work with and direct ROPE Program trainees
- Close out register at the end of the day
- Assist retail manager in all aspects of running the cafe
- Other tasks as assigned

Qualifications: The desired education and experience level for this position is a high school diploma or GED required. Ability to communicate verbally and in writing with associates, volunteers and guests. Ability to read, count money and accurately complete all documentation. Professional demeanor and appearance. Ability to work various hours and days as business dictates.

Schedule: The position's hours and days will vary week to week (including weekends) based on business needs. Minimum 35 hours per calendar week. Position will remain in 'training' status for a minimum of 60 days.

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

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