

**Kitchen Manager for On the Rise Bake House and Cafe  
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 Kitchen Manager will oversee operations of the kitchens and staff of the Capuchin Soup Kitchens specifically 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 operation of Café and Bake House
- Supervision of staff including scheduling, assignments and training
- Create report 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
- Inspect equipment and work areas
- Monitor and approve time cards and Paid Time Off
- Ensure volunteers are integrated into kitchen operations as appropriate and shown hospitality
- Manage requests for special orders
- Work within assigned budget
- Coordinate offsite sales
- Manage quality control for raw materials and finished products
- Manage inventory
- Comply with Province and ministry policies, procedures, guidelines and standards.
  
- **Qualifications:** BA in culinary arts or restaurant management, 5 years of experience in bakery management, **OR** combination of education and experience equal to above, Customer service experience, must possess ServSafe and Allergen Certification. Skilled baker, able to do theoretical costing of food purchasing and labor, strong financial acumen, able to create effective merchandising and marketing plan, comprehensive understanding of properly yielding and writing recipes, Microsoft office skills, must be able to work a flexible schedule.

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

1. Pick up an application at the Meldrum Soup Kitchen site **OR**  
**Submit letter of interest and resume to:**
2. [employment@thecapuchins.org](mailto: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