

Café Shift Leader
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 Café Shift Leader guides the daily operations in the On The Rise Café ensuring customers receive hospitality and food is prepared, served and stored properly.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Ensure that each guest is greeted and receives good customer service while also experiencing hospitality
- Maintain awareness of all product information
- Prepare and serve all café foods and beverages using proper food handling techniques
- Ensure café is properly cleaned in all areas
- Accurately and efficiently complete all sales transactions, close out register at end of day and maintain any other required records
- Observe maintenance needs of café equipment and communicate to manager
- Prepare and receive supply orders ensuring accuracy and noting discrepancies
- Work with and leads volunteers and ROPE Program trainees
- Assist the manager in all aspects of running the cafe
- Comply with Province and ministry policies, procedures, guidelines and standards

Qualifications: High School Diploma or GED, 1 year of customer service experience, one year experience in food service, ServSafe and Allergen certification or ability to attain within 90 days of hire, ability to travel locally, ability to lift and move up to 50 pounds repeatedly, ability to use and learn point of sale systems ability to work a flexible schedule including weekends and holidays

Review of resumes and applications will begin immediately.

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 Include Café Shift Lead in the subject line.
(Or)
3. Attention: Human Resources
Re: Café Shift Lead
Conner Soup Kitchen
4390 Conner,
Detroit, MI 48215