

**Director, Food Service Hospitality and Operations**  
**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 Director, Food Service Hospitality and Operations oversees the hospitality, operations and budgets of food production and related services of meal programs and On The Rise Bakery Bake House and Café.

**Responsibilities:**

- Demonstrate, exemplify and support The Province of St. Joseph of the Capuchin Order Mission, Vision and Values and Capuchin Soup Kitchen Ministry.
- Work with the Kitchens Manager and the Manager of On The Rise Bakery Bake House and Café to ensure smooth and safe operation
- Responsible for developing and working within yearly budget
- Work with Manager to develop nutritional menu's that incorporate use of donated items and produce from Earthworks
- Streamline vendor relationships to ensure value and support of our mission
- Work with Administrative Team to create and implement policies for food service area of CSK
- Responsible for meeting all federal, state and local food safety, hygiene, licensing and inspection requirements
- Work with staff to maintain buildings, grounds and work environment with regard to cleanliness and preventative maintenance
- Ensure all volunteers are welcomed and engaged with ministry
- Ensure orientation and training of all staff; coordinate performance management
- Represent CSK and the Province at Development Activities and Community Events
- Comply with Province and ministry policies, procedures, guidelines and standards.

**Qualifications:** Completion of post-secondary commercial food service technical education; 5 or more years of management experience in a food service setting; proficient in public speaking and all Microsoft Office applications; ability to create menus for and serve large groups of people, ability to create and work within budgets; effective written and communication skills

Application / Resume deadline is June 5, 2019

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](mailto:employment@thecapuchins.org) Include Director, Food Service Hospitality and Operations in the subject line.

(Or)

3. Attention: Human Resources

Re: Director, Food Service Hospitality and Operations

The Province of St. Joseph of the Capuchin Order

1820 Mt. Elliott Street

Detroit, Michigan 48207