

Floor Supervisor
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 Floor Supervisor will assist the Operations Manager to ensure efficiency in distribution of inventory, operations and hospitality for guests and volunteers.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Assist OM (Operations Manager) in organization, monitoring, and distribution of inventory
- Assist Volunteer Coordinator and OM with volunteer hospitality and direction
- Support OM in directing staff in their hourly assignments, cleaning, and daily schedules
- Work with OM to ensure overall visitor hospitality for guests and volunteers
- Assist OM to monitor and rotate inventory to ensure it is within temperature parameters, expiration dates, and general safe food handling guidelines
- Float and work at various work stations to keep services efficient and hospitable
- Drive truck for deliveries or pick up as needed
- Under the direction of the OM assist with special projects
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: High School Diploma or equivalent, effective organization and communication skills, ability to drive fork lift truck, valid chauffer's license, 3 years retail grocery or warehouse experience, 2 years customer service experience, 1 year supervisory experience, experience driving box truck or similar vehicle, Serve Safe certification or ability to attain, understanding of inventory management, ability to lift and carry 50 pounds

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 Floor Supervisor in the subject line.
(Or)
3. Attention: Human Resources
Re: Floor Supervisor
The Province of St. Joseph of the Capuchin Order
4390 Conner
Detroit, MI 48215