

**Kitchen Maintenance, Part Time – Capuchin Soup Kitchen  
The Province of St. Joseph of the Capuchin Order**

*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 Maintenance Worker supports the operations of the kitchen by cleaning all areas of kitchen, dining hall, bathrooms and grounds. This position will also monitor and report equipment, repair and supply needs in the kitchen, dining room and bathrooms. This position will work to ensure that the mission of the kitchen is fulfilled 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
- Wash and store dishes, glassware, flatware, pots and pans using dishwashers or by hand
- Clean tables in the dining area
- Maintain kitchen work areas, equipment, utensils in clean and orderly fashion
- Assist guests, staff and volunteers to ensure everyone receives hospitality
- Clean and supply bathrooms
- Receive items from donors
- Sweep and/or scrub floors
- Assist in CSK services, programs and activities
- Monitor equipment and report any malfunctions to management as needed
- Receive and store supplies reporting to management when supplies run low
- Sort and remove trash and recycling, placing it in designated areas
- Stock supplies as needed or directed
- Work on grounds of kitchen picking up trash, and doing landscaping and snow removal to ensure safety
- Comply with Province and ministry policies, procedures, guidelines and standards

**Qualifications:** H.S diploma or GED, Ability to lift and move up to 50 pounds repeatedly, Effective Microsoft Office, communication and interpersonal skills; ability to work a flexible schedule including some holidays and Saturdays, ability to travel locally and to be welcoming and professional.

Employees may apply by sending an internal application, available from Human Resources, or by sending a resume to [employment@thecapuchins.org](mailto:employment@thecapuchins.org)

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

**Review of resumes will begin immediately**