

KITCHENS MANAGER

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 Kitchens Manager is responsible for managing operations, facilities and staff of the Soup Kitchens. This position 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 food preparation, portion sizes and presentation
- Use inventory management and waste reduction practices to responsibly use donated and purchased goods
- Prepare recurrent reports on kitchen statistics including number of meals served, inventory and spoilage
- Incorporate Earthworks and fresh produce into meals
- Ensure employees and volunteers comply with health and safety standards and regulations
- Routinely inspect supplies, equipment and work areas in accordance with CSK and agency guidelines
- Manage, train and supervise staff including assignments, schedules and paid time off
- Ensure volunteers are integrated into kitchen operations as appropriate and shown hospitality
- Work within assigned budget
- Manage shower program
- Comply with Province and ministry policies, procedures, guidelines and standards

Qualifications: BA in culinary arts, restaurant management, hospitality or related field, 5 years of food service management OR combination of education and experience, must possess serve safe and allergen certifications, ability to work a flexible schedule, ability to travel locally, effective communication, problem solving, interpersonal and organizational skills

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 Kitchens Manager in the subject line.
(Or)
3. Attention: Human Resources
Re: Kitchens Manager
The Province of St. Joseph of the Capuchin Order
1820 Mt. Elliott Street
Detroit, Michigan 48207