

**Kitchen Manager – Capuchin Soup Kitchens**  
**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 Manager will oversee operations of the kitchens and staff of the Capuchin Soup Kitchens. They 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 Province of St. Joseph of the Capuchin Order Mission, Vision and Values and Capuchin Soup Kitchen Ministry.
- Oversee food preparation, portion sizes and presentation for all meals at all kitchen sites
- Schedule all staff
- Look for cost cutting opportunities
- Create report on kitchen statistics such as number of meals served and spoilage
- Incorporate Earthworks produce into meals
- Ensure employees comply with health and safety standards and regulations
- Inspect supplies, equipment and work areas
- Monitor and approve time cards and Paid Time Off
- Oversee assignments of kitchen staff
- Ensure volunteers are integrated into kitchen operations as appropriate and shown hospitality
- Work within assigned budget
- Responsible for hiring, training and supervising kitchen staff
- Manage and report on inventory
- Oversee shower program
- Comply with Province and ministry policies, procedures, guidelines and standards.

**Qualifications:** BA in culinary arts or restaurant management, 5 years' experience in food service management OR combination of education and experience equal to above must possess ServSafe and allergen certification. Candidate must be detail oriented, well organized, able to do theoretical costing of food purchasing and labor, strong financial acumen, comprehensive understanding of properly yielding and writing recipes, working knowledge of Microsoft, able to motivate staff

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