

**Site Host Team Lead, St. Ben's Meal Site – Part Time**  
**The Province of St. Joseph of the Capuchin Order - Capuchin Community Services**

*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 Site Host Team Lead is responsible for helping the Assistant Director direct the activities of the Site Hosts to ensure the safety and hospitality of all guests, volunteers and staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities.
- Ensure safety of guests, staff and volunteers by working with and overseeing activities of Site Hosts before, during and after meals
- Conduct shift closing procedures and building lock up
- Schedule Site Hosts for meals and related assignments
- Be available to assist in Capuchin Community Services events and programs
- De-escalate situations and communicate any issues with Assistant Director; assist with removal of those in disputes as necessary; complete incident reports in a timely manner
- Available to assist in all ministry services, programs and activities
- Identify safety and security issues and communicate them to Assistant Director
- Comply with Province and ministry policies, procedures, guidelines and standards.

**Qualifications:** High School Diploma or equivalent, experience in customer service or social services, demonstrated ability in leadership role, ability to travel locally, lift and move up to 50 pounds, maintain confidentiality and work a flexible schedule.

Review of resumes and applications will begin immediately.

Employees may apply by submitting a resume or internal application to Human Resources through [employment@thecapuchins.org](mailto:employment@thecapuchins.org); please put job title in the subject line. To receive an internal application please contact your manager or Human Resources at 313-579-2100 ext. 2221 or 1234.

Interested candidates can apply by:

1. Pick up application at the St. Ben's Meal Site
  2. **Submit letter of interest and resume to:**  
[employment@thecapuchins.org](mailto:employment@thecapuchins.org) Include Site Host Team Lead in the subject line.
- (Or)
3. Attention: Human Resources  
Re: Site Host Team Lead  
Conner Soup Kitchen  
4390 Conner  
Detroit, MI 48215