

Warehouse Assistant – Services Center
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 Warehouse Assistant will work in all areas of the Services Center. This position will be a fork lift truck and backup box truck driver to ensure in efficient operations with regard to inventory and services.

Essential Duties and Responsibilities

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Assist Director, Services Center in organization, and distribution of inventory
- Assist Director, Services Center with monitoring and rotating 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
- Assist the Director, Services Center assist with special projects
- Receive and help sort shipments and donations
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: High School diploma or equivalent, ServSafe Certification or ability to attain, retail grocery or warehouse experience, customer service experience, experience driving box truck or similar, Valid Chauffer’s license, ability to drive a fork lift truck and attain certification, understanding of inventory management, ability to travel locally and able to lift and move up to 50 pounds with assistance

Review of resumes and applications will begin immediately.

Interested candidates can apply by:

1. Pick up application at the Meldrum Soup Kitchen
2. **Submit letter of interest and resume to:**

employment@thecapuchins.org Include Warehouse Assistant in the subject line.

(Or) by mail :

Attention: Human Resources
Re: Warehouse Assistant
Conner Soup Kitchen
4390 Conner
Detroit, MI 48215