

Position: Kitchen Manager

Compensation: \$35,000

Responsible to: Operations Director

Overview:

Akron Food Works is a local food-focused venture of The Well, a community development organization located in Akron, OH. At its inception, Akron Food Works will feature a state-inspected shared-use kitchen that will allow local food processors, bakers, farmers, caterers and food trucks to add value and grow both their products and their businesses as a whole.

Main Objective:

The kitchen manager is responsible for the daily management and operation of the kitchen as a whole. The Manager ensures that the facility meets its mission of assisting food entrepreneurs in becoming economically self-sufficient. If not already certified, must be willing to complete required job-related certifications within 6-months of being hired.

Job Description: Kitchen Manager

This scope of responsibility may include, but is not limited to:

I. Operations & Production Management

- Oversight of operation and management of all equipment, facility, utility and general kitchen use
- Manage users scheduling calendar and resolving related conflicts via The Food Corridor shared-use kitchen software
- Training all kitchen users on operations, safety and maintenance
- Maintaining relations with food inspectors and ensuring compliance
- Responsible for oversight of thermal processing production (once certification is received)
- After receiving proper training and certifications, Kitchen Manager will lead training and technical assistance to users for:
 - Policies and Procedures
 - Kitchen Equipment Use
 - Local Ingredient Sourcing
 - Food/Recipe Costing
 - Product Development - Label compliance, UPC codes, PH analysis, water-activity analysis, etc.

III. Facility and Kitchen User Relations

- Work with Facilities team to ensure regular equipment maintenance is performed; advocates for necessary equipment upgrades and emergency services
- Maintains positive relationships with users and responsible for communicating updated policy and procedures as determined by governing agencies
- Enforces sanitary food handling methods and kitchen use policies and procedures
- Provide regular food safety and kitchen orientation trainings for all new kitchen users

IV. Event Planning and Fundraising

- Work in conjunction with Economic Development Director to ensure uniform branding and message of Akron Food Works aligns with The Well CDC's overall mission and vision
- Research and track current small food business trends to assist in making informed priorities for Akron Food Works capital expenses and user product development
- Coordinate Start Your Own Food Business and Grow Your Existing Food Business tracks

V. Qualifications

- Bachelor of Science in Food Science, Culinary Arts, or related fields **(Not Required)**
- Management experience (3-years minimum) in the Culinary or Food Science field
- Highly organized with excellent time and space management skills
- Ability to communicate effectively both orally and in writing
- Good people and conflict resolution skills, as job requires constant interaction with program participants
- Proficient in MS Excel and Word

V. Expectations

- Hours: 40-hours per week
- Start Date: January 16, 2019
- Meet with supervisor on a weekly rhythm
- Ability to work nights and weekends (as required)