



Position: Kitchen Manager

Responsible to: Operations Director

Overview:

Akron Food Works (AFW) is a shared-use kitchen and incubator devoted to removing the barriers undermining local food entrepreneurs' ability to actualize successful small businesses. Akron Food Works will lay the foundation for food entrepreneurship in the greater Akron area by offering low-risk access to start or grow a food business.

Main Objective:

The Kitchen Manager ensures that the facility meets its mission of assisting food entrepreneurs in becoming economically self-sufficient. Delivering individualized support, cultivating partnerships, encourage business acumen, obtaining necessary certifications and create unique opportunities for capital investment throughout the region. In addition, the kitchen manager is responsible for the daily management and operation of the shared use kitchen as a whole. If not already certified, must be willing to complete required job-related certifications within 60-days of being hired.

Job Description:

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

I. Entrepreneurial Services & Incubation

- Possesses a strong entrepreneurial spirit and embraces "out of the box" thinking
- Creating, implementing, and managing all food entrepreneurial programming for kitchen members to create a robust, creative entrepreneurial culture and ecosystem at Akron Food Works
- Encourages the intentional focus of applying entrepreneurial principals to all food businesses and demographic groups in the region
- Tracks, promote, and report progress on the implementation of corresponding entrepreneur goals
- Build long-term relationships and create strategic alliances with a variety of stakeholders within the startup community

II. Operations & Production Management

- Oversight of operation and management of general kitchen and equipment use
- Manage kitchen members via The Food Corridor shared-use kitchen software including scheduling calendar, equipment reservation, billing, client management and reporting
- Training all kitchen members on operations, safety and maintenance per Akron Food Works shared use kitchen operations manual
- Ensuring compliance and maintaining relations with regulatory agencies including but not limited to United States Department of Agriculture, Ohio Department of Agriculture and Summit County Public Health
- Ensure regular equipment maintenance is performed, advocate for necessary equipment upgrades and emergency services
- Maintains positive relationships with kitchen members

III. Fund Development

- Assist in writing grant proposals and developing event opportunities
- Assist in developing program specific performance goals in addition to managing data collection and entry
- Ensure alignment with the mission, vision, theory of change and strategic plan of The Well CDC

IV. Qualifications

- Bachelor of Science in Food Science, Culinary Arts, or 3-years of food industry related experience **preferred, but not required**
- Prior leadership experience in a start-up, early-stage company of non-profit organization **preferred, but not required**
- Good people and conflict resolution skills, as job requires constant interaction with variety of kitchen members



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- Computer proficiency including Microsoft Office products, particularly Word, Excel, PowerPoint, and Outlook (experience with databases, online software, and other electronic tracking systems)

V. Expectations

- Hours: 40-hours per week
- Meet with supervisor on a bi-weekly rhythm
- Ability to work nights and weekends (as necessary)