



Position: Kitchen Coordinator

Responsible to: Kitchen Manager

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 (AFW) will lay the foundation for food entrepreneurship in the greater Akron area by offering low-risk access to start or grow a food business. Our mission is to support entrepreneurs in the start-up, growth, and continuation of their food business. We will accomplish this by offering education, access to business resources as well as retail outlets to sell their products.

Main Objective:

The kitchen coordinator will work with the kitchen manager to create and implement a comprehensive recruitment strategy within the Greater Akron area and advise prospective kitchen members on enrollment requirements. In addition, manage AFW online presence by producing good content, analyzing usage data, facilitating customer service, and managing projects and campaigns. If not already certified, must be willing to complete required job-related certifications within 3-month of being hired.

Job Description:

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

I. Recruitment & Admission

- Communicate with prospective kitchen members through info session, appointment, telephone, email and other materials
- Presents information about the benefits of a shared-use kitchen and incubator to prospective members or market and to visitors.
- Training all kitchen members on operations, safety and maintenance
- After receiving proper training and certifications, Kitchen Coordinator will lead training of kitchen members for:
 - Policies and Procedures
 - Kitchen Equipment Use
- Audits kitchen member data and conducts statistical research to target population for recruitment and judge recruitment effectiveness

II. Marketing and Communications

- Assist with the development of enrollment marketing publications and communications including letters, brochures, website postings, electronic mail and overarching marketing strategy
- Develop and execute on content calendar as related to all social media platforms and ensure The Well CDC branding and guidelines are met
- Organize and oversee photography/video sessions for marketing purposes
- Assist in developing and distributing hard marketing materials to targeted markets to increase traffic and off-site transactions/catering revenue
- Utilize MailChimp to:
 - Create monthly eNewsletter
 - Create promotions and kitchen memver announcements to AFW listserv

III. Event Planning

- Support Kitchen Manager in the following annual and quarterly events:
 - Annual "Grow Your Food Business" Pitch Competition
 - Middlebury Millstone Market
 - Hudson Kitchen Food Business Bootcamp
- Manage and schedule additional staff for events as needed
- Ensure all caterers and event equipment is organized, clean and in good working condition, meeting SCPH standards



IV. Qualifications

- Management experience in the Recruitment, Culinary and/or Food Science field
- Ability to communicate effectively both orally and in writing
- Proficient in MS Excel and Word

VI. Expectations

- Hours: 25-30 Hours per week
- Meet with supervisor on a bi-weekly rhythm
- Must be able to work some nights and weekends