

Title: Akron Food Works Specialist

Compensation: \$19 an hour / 20+ hours a week

Responsible to: Social Enterprise Coordinator

Overview

As a program of The Well CDC, Akron Food Works (AFW) is a social enterprise operating a shared-use commercial kitchen and food business incubator dedicated to removing barriers that limit local food entrepreneurs' ability to start and grow sustainable businesses. Akron Food Works supports entrepreneurs at every stage from start-up to expansion by providing access to commercial kitchen space, business resources, and supportive programming that helps transform their food businesses.

Main Objective:

The Akron Food Works Specialist supports the daily operations of Akron Food Works' two shared-use commercial kitchens, including prep areas and food storage spaces, while contributing to the coordination and continued growth of entrepreneur programming. Candidates must be willing to obtain required job-related certifications within 30–90 days of hire if not already certified. This position is ideal for an individual with a strong foundation in operations, administration, and program support.

Job Description | Part Time | 20+ hours a week

I. Daily Kitchen Operations (Cleanliness, Supplies, Oversight)

- Maintain sanitary, organized, and health code-compliant conditions across all Akron Food Works kitchen spaces and equipment
- Ensure consistent stocking and availability of food safety, sanitation, and operational supplies
- Monitor kitchen usage to ensure adherence to policies, including proper storage assignments, food labeling, and required checklist completion
- Support a safe, efficient, and welcoming shared kitchen environment for all entrepreneurs

II. Entrepreneur Support

- Support entrepreneur outreach and recruitment efforts with a focus on restaurant based food businesses
- Assist in the planning, coordination, and follow-up of monthly Info Sessions for prospective entrepreneurs
- Increase participation in Create & Elevate programming by coordinating facilitators, preparing materials, and managing participant communication and follow-up
- Provide timely communication and coordination related to catering and business opportunities available to food entrepreneurs

III. Administrative & Impact Metrics

- Assist with the collection and organization of program impact data, demographic information, and scheduling records
- Maintain accurate program documentation to support reporting and evaluation efforts
- Coordinate distribution of quarterly Food Safety and Policy Compliance trainings through Expand Share

Expectations

- Hours: 20+ hours per week
- Meet with your supervisor on a bi-weekly rhythm
- Common Business Courtesy
 - Return phone calls and emails within 48 hours
 - Be on time to meetings, events and programs
- Maintain a neat and organized workspace
- Adhere to related staff policy and procedures

If interested in applying, please send your **Resume and Cover Letter** to Erica Banks at Erica@thewellakron.com