

## Organization Overview

Working Food's mission is to cultivate and sustain a resilient local food system in North Central Florida through collaboration, economic opportunity, education, and seed stewardship. We work collaboratively with local government and over 30 community organizations with a systems based approach from seed to plate; building a just and equitable food system. Together we provide:

- facilities and business development support for 40+ food-based businesses;
- gardens, science, culinary and youth empowerment programs for elementary, middle and high school age students;
- community education on gardening, seed stewardship, nutrition, cooking and other food related issues;
- a regional seed bank and seed collective that partners with local growers and regional seed saving networks to steward, trial and breed locally adapted food crops and make them available to the public.

## Job Overview

The Kitchen Program Manager is responsible for the management and coordination of Working Food's shared commercial kitchen and storage facilities. This role oversees daily operations, ensures compliance with health and safety regulations, manages client relationships, and maintains the highest standards of cleanliness and organization. The ideal candidate will be an excellent communicator, with outstanding organization skills and a passion for supporting culinary businesses.

## Reports To

Kitchen Program Director

## Essential Functions

- **Operations Management:**
  - Oversee the day-to-day operations of the shared kitchen and storage facilities, under the guidance of the Kitchen Program Director.
  - Manage inventory of kitchen supplies and equipment, ensuring availability and proper maintenance.

- Conduct regular inspections and audits to ensure high standards of kitchen cleanliness and sanitation.
- Oversee health inspections and maintain a **working** relationship with regulatory bodies.
- Collaborate with the Kitchen Program Director to identify kitchen operations and process improvements.
- **Client Relations:**
  - Serve as the primary point of contact for all kitchen clients, addressing their needs and concerns promptly and professionally.
  - Facilitate onboarding of new clients, including orientation, business support, and training on kitchen policies and procedures.
  - Foster a positive and collaborative community among clients, promoting **networking**, knowledge sharing, and event participation.
  - Monitor client compliance with kitchen operating manuals, **food** safety standards, and standard operating procedures (SOP's). Escalate concerns to the Kitchen Program Director, as needed.
- **Facility Maintenance:**
  - Identify, document, and correct sanitation, safety, and security issues.
  - Ensure that storage areas are organized and items are properly labeled and stored.
  - Oversee the maintenance and repair of kitchen equipment and facilities.
  - Coordinate with external vendors and service providers for necessary repairs and maintenance work.
  - Complete routine and deep cleaning of kitchen and equipment.
  - Schedule and lead group cleaning days with clients.

## **Qualifications/Skills**

- 1 - 2 years of experience in kitchen, restaurant, **food** business, or program management.
- Familiarity with commercial kitchens, ideally with experience in shared or commissary kitchen environments.
- Excellent organizational skills and strong attention to detail.
- Exceptional interpersonal and communication abilities.
- Skilled problem solver with the ability to troubleshoot and resolve issues.

- Strong knowledge of health and safety regulations, food handling practices, and food business requirements, or a willingness to learn.
- Proficiency in computer software, including Google Suite, Slack, and Asana.
- Culturally competent and empathetic.
- Strong commitment to the mission and values of Working Food.
- Ability to comfortably and safely lift 50 lbs without assistance.
- Food Safe Manager certification required within 60 days of hire. If the candidate does not have a current certification, Working Food will pay for one ServSafe Food Safety Manager exam.
- Spanish-speaking a plus.

### **Hours and Compensation**

- \$20.00 - \$21.00/hour, commensurate with experience
- 30 - 40 hours per week, depending on the candidate's preference
- 17 days of PTO and 18 paid holidays per year
- Cost of living and merit increases considered annually as part of the operating budget planning process

### **Other Requirements**

- Job is located in Gainesville, FL.
- Position is not eligible for remote work
- Flexible scheduling, with occasional work on evenings or weekends

### **Equity & Inclusion**

Working Food is an equal opportunity employer that is committed to increasing equity, diversity, and inclusion in all elements of our work. Working Food hires, trains, compensates, and promotes regardless of race, marital status, religion, age, mental or physical disability, national origin, citizenship, ancestry, sex (including pregnancy), sexual orientation, gender identity (including gender nonconformity and status as a transgender individual), past, current, or prospective service in the uniformed services, in addition to any other characteristic protected under applicable federal, state, or local law.

### **To Apply**

Please send a resume, a cover letter/personal statement, and three professional references to [jobs@workingfood.org](mailto:jobs@workingfood.org).