



No More Empty Pots

Education. Stewardship. Sustainability.

Job Title: Kitchen Manager

Position Type: Full-time

Function/s: Operations/Administration

About No More Empty Pots

No More Empty Pots (NMEP) is a grassroots non-profit corporation that connects individuals and groups to improve self-sufficiency, regional food security and economic resilience of urban and rural communities through advocacy and action. No More Empty Pots' vision is to support communities in becoming self-sufficient and food secure through collaboration and adhering to our core values of education, stewardship and sustainability.

Position Details

Job Description: Kitchen Manager

No More Empty Pots seeks a highly motivated and entrepreneurial individual with formal culinary training and business experience to join our team as we staff the Collaborative Community Centered Food Hub. This position focuses on the implementation and operations of the Shared-Use Commercial Kitchen and Production Kitchen while guiding and supporting food focused entrepreneurs, building industry relationships and connecting food hub program participants to opportunities. Specific tasks include leading programs of the No More Empty Pots Food Hub:

- Work closely with staff, collaborators and volunteers in the planning, operations, and community engagement of the food hub and programs
- Lead the operations of the shared use commercial kitchen and training programs
- Support the production, sales, marketing and distribution of value-added products from the food hub
- Serve a leadership role in developing and connecting to programs for entrepreneurs and culinary workforce participants

Duties and Responsibilities:

- Oversees the operation and management of all equipment, facility, utilities and general kitchen use
- Manages the scheduling system for the Shared-Use Kitchen and Production Kitchen
- Collect, manage and maintain user documentation including, but not limited to, commercial liability insurance, food safety, and sanitation license, signed user's agreement; food handler's certificate and rent deposits.

- Trains all users of the kitchens on operations, safety, and maintenance
- Enforces sanitary food handling methods and kitchen use policies and procedures by all kitchen users
- Takes regular inventory of equipment, supplies and smallwares
- Organizes and maintains cold and dry storage
- Ensures all equipment is properly working and schedules equipment repair and maintenance
- Assists and coordinates with staff, collaborators and volunteers to ensure optimization of the food hub
- Promote mission and activities of the food hub to participants
- Supervise staff and volunteers as needed to reach program outcomes

General Organizational Support:

- Attends staff, organization, and community meetings and events, providing support as needed
- Positively and effectively communicates and demonstrates No More Empty Pots' mission and programs to participants and the general public

Professional Qualifications and Personal Attributes:

- A minimum of two years of professional kitchen experience and/or culinary training as a high-volume kitchen manager with extensive knowledge of kitchen and food operations
- ServSafe Certification
- Strong commitment to the mission and culture of No More Empty Pots
- Exceptional written and oral communication skills, including training, presentation and public speaking
- Highly organized with excellent time and space management skills
- Compassionate and adaptable spirit to work with people of diverse socio-economic and ethnic backgrounds
- Demonstrated respect and appreciation for diversity of humanity
- Positive and energetic problem solver
- Ability to manage multiple tasks and work in a fast-paced environment
- Flexibility, creativity, and capacity to work both independently and collaboratively
- Proficient computer skills: productivity software applications, data tracking and management, social media, online scheduling
- Experience working in a nonprofit organizational environment

Working Conditions:

- Work is typically performed in the food hub with high level of community engagement
- Noise level in the work environment is usually moderate
- Work involves a majority of standing, bending, stooping, twisting, climbing and lifting up to 100 lbs

Salary:

Commensurate with experience

To Apply:

To be considered for this position, please submit a resume and cover letter to No More Empty Pots at jobs@nmepomaha.org. Be sure to include why you feel that a position with No More Empty Pots is a good fit for you. To learn more about No More Empty Pots and the food hub, visit www.nmepomaha.org.