



Job Title: Production Manager
Position Type: Full time non-exempt
Function/s: Hospitality & Production

No More Empty Pots

Education. Stewardship. Sustainability.

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 core values of education, stewardship, and sustainability.

Position Description | Production Manager

This position manages end-to-end food production as part of the Hospitality & Production team. All NMEP staff are expected to prioritize people and a focus on relationships while maintaining high standards of program delivery and using sustainable budgeting and time management practices. This position reports to the COO.

All candidates for NMEP positions are evaluated on "get it," "want it," and "capacity to do it," as well as our 8 values: trustworthiness, people-orientedness, ability to accept challenges, ability to prioritize, ability to problem solve, versatility in applying knowledge and skills, commitment to NMEP's mission, and dedication to reducing structural inequities. All NMEP staff are expected to prioritize people and a focus on relationships while maintaining high standards of program delivery and using sustainable budgeting and time management practices.

30% Production Management

- Direct production for healthy prepared meals, the Cups Cafe menu, catering orders accepted by the team, and any team-led value-added products
- Supervise procurement
- Create plant-based menus integrating seasonal, local, reclaimed, gleaned, and/or donated food, as appropriate
- Minimize waste by managing flow of food and enforce NMEP zero waste procedures
- Integrate educational resources when applicable
- Develop, test, and refine standard operating procedures and HACCP plans
- Track detailed production data to support product and process improvements as well as reporting to funders
- Maintain the highest standards of quality control and food safety
- Identify and engage in strategic production opportunities to further mission and revenue

30% People Management

- Schedule and approve hours and time off for supervisees
- Provide performance management for Production personnel and advise on hiring and firing decisions
- Collaborate with staff on other teams to deliver programming
- Support supervisees in identifying professional development and training needs
- Support connection to community by engaging volunteers, interns, and participants whenever possible

30% Financial Management

- Manage and submit financial documents in compliance with company policy including receipts, requisitions, invoices, and other sensitive documents
- Carefully manage costs and advise on pricing to support team in achieving revenue goals
- Monitor or analyze financial and program data to identify opportunities for efficiencies
- Approve requisitions in alignment with budget limits and revenue

10% Administrative

- Attend supervision and team meetings, respond to email and communications, professional development

Other Duties as Assigned

- Other duties as assigned

Required Qualifications:

- Managerial ServSafe Certification
- Associate's degree in culinary arts, culinary management, or related field OR comparable experience
- 1 year management experience with strong outcomes
- Strong project management skills
- Experience and skill to manage and analyze detailed financial and program data
- Proficiency in Google Suite and Microsoft Office including Excel
- Experience managing sensitive financial and HR documents
- Willing and able to learn new tools and skills in a tech-friendly environment

Preferred Skills, Qualities, and Experience:

- Restaurant management experience
- Bachelor's or Associate's degree in business management
- 2+ years experience working in a commercial kitchen setting
- Skill and experience to integrate seasonality and food waste reduction methods
- A strong existing network in the Omaha community with NMEP partners, funders, participants, and food system players. Previous experience working on NMEP projects strongly preferred.
- Experience and skill to work as part of an interdisciplinary team
- Conversational Spanish fluency

Working Conditions and Physical Demands:

- Frequently moves about a commercial kitchen setting
- Constantly operates a computer and other office equipment and supplies
- Frequently moves supplies weighing up to 50 pounds
- Frequently positions self to reach products stored on high or low shelves
- This person constantly communicates with staff, students, volunteers, vendors, guests to the program, and others about program and organizational operations, policies, and products. Must be able to communicate and exchange accurate and relevant information in these situations.
- This person must be able to work effectively in environments that are often loud, cramped, hot, or cold
- Must be able to discern between acceptable and unacceptable product and cleanliness standards in a food service setting

STATUS: Full time exempt

Compensation: Commensurate with experience, \$41,600-62,400 annually plus benefits

Reports to: COO

To Apply: To be considered for this position, please submit a resume, cover letter, and 2 professional references to No More Empty Pots at jobs@nmepomaha.org. Be sure to include why this position with No More Empty Pots is a good fit for you.

No More Empty Pots does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.