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 Assistant

This position supports Production for all NMEP programming as part of the Hospitality and Production team. This position reports to the Production Manager.

All candidates for NMEP positions are evaluated on “get it,” “want it,” and “capacity to do it,” and the values: forward thinking, arable & adaptable, innovative & solution oriented, people centered & trustworthy, and dedicated. All candidates must have the ability to accept challenges, ability to prioritize, ability to problem solve, versatility in applying knowledge and skills, commitment to NMEP’ 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.

90% Production Assistance

- Assist with preparing and producing food menu items for No More Empty Pots programs and events following established recipes
- Assist with recipe testing of NMEP menus
- Maintains sanitary food handling methods and procedures and maintain safety and sanitation in compliance with all relevant regulations and NMEP policies
- Support weekly inventorying procedures ensuring appropriate handling, storage, and utilization
- Utilize NMEP kitchen equipment and facilities in a safe and clean manner
- Consistently provide high quality food products by adhering to recipe and presentation standards
- Support the Community Harvest program with packaging, packing and delivery preparation.
- Support the entire catering cycle including booking, planning, ordering, food production, delivery, and staffing events
- Support communication with internal and external customers to ensure catering and events expectations are appropriately set and met

10% Administrative:

- Support tracking and submitting production data
- Attend supervision and team meetings
- Respond to email and all communications in a timely manner
- Attend professional development training/workshops
- Follow company policies including financial policies by managing and submitting financial documents including receipts, requisitions, invoices, and other sensitive documents
Other Duties as Assigned

Required Qualifications:
- Availability during production hours
- One year Culinary and catering or event experience
- Strong interpersonal skills and customer service experience including communicating with a wide variety of people and problem solving customer service and product quality issues
- Ability to work independently and as part of a team
- A valid driver’s license, access to transportation, and local travel are required
- Flexibility to work evenings and weekends

Preferred Qualifications:
- Three Years Culinary and catering or event experience preferred
- Experience working with either local foods or farm to table experience
- Proficient in Culinary Math for counting portions, increasing recipe yield, calculating plate cost and staying on budget
- Proficiency in Google Suite and Microsoft Office including Excel
- ServSafe certification or acquire within 30 days of hire

Working Conditions and Physical Demands:
- This person frequently serves as the staff at catering and other events and must be able to move about an events or kitchen space for up to 8 hours at a time
- Constantly moves about event spaces at various locations
- Frequently moves product weighing up to 50 pounds between rooms in the Food Hub or from one location to another
- Frequently positions self to reach products stored on high or low storage shelves
- Frequently works in indoor conditions
- This person frequently communicates with staff, students, volunteers, vendors, guests to the Food Hub, and others about program and organizational operations, policies, and products. Must be able to communicate and exchange accurate and relevant information in these situations.
- Must be able to discern between acceptable and unacceptable product and cleanliness standards in a food service setting

STATUS: Part time, non-exempt (hourly); 20-25 hours per week and/or Full time, non-exempt (hourly) 30-40 hours per week.

Compensation: Commensurate with experience, $15-21/hour plus benefits

Benefits: All staff are eligible for a 403(b) retirement plan, paid vacation, personal time off, and annual professional development funds.

Reports to: Production Manager

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@nmeptomaha.org. Be sure to include why this position with No More Empty Pots is a good fit for you.

Black, Indigenous, Latinx and other people of color, LGBTQ people and anyone with marginalized identities are strongly encouraged to apply.

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.