

# KITCHEN RENTAL COORDINATOR

## JOB DESCRIPTION



Position Type: Full time non exempt  
Position Level: Coordinator  
Functions: Entrepreneur Team

### 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.

### ABOUT OUR CULTURE

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.

### POSITION DESCRIPTION

No More Empty Pots (NMEP) seeks a highly motivated and entrepreneurial individual with experience in the culinary business. This position will be focused on the development and expansion of the kitchen rental program, available within the Entrepreneur Program, while delivering hands-on assistance to local culinary entrepreneurs, and building industry relationships and connections to strengthen the local food economy and develop opportunities for these entrepreneurs. This position requires early morning, evening, and weekend availability. This position reports to the Entrepreneur Team Manager.

Candidates for the Kitchen Rental Coordinator should resonate or identify with the following qualities and traits:

- Ability to effectively and proactively communicate internally and externally
- Positive mindset that sees opportunities in diverse experiences
- Be detail oriented and deadline driven
- Passion for doing work driven by community need
- Self-starting while working independently and proactively
- Motivation for taking on challenges and solving problems
- Drive to take individual ownership of and expand upon job duties
- Confidence to ask questions and take calculated risk

### TOP 5 JOB RESPONSIBILITIES

1. Support the growth and development of kitchen spaces at NMEP by staying up to date on regulations and trends regarding commercial kitchens (i.e. food trucks, multi-station use, market ready)
2. Manage end-to-end processes for renting kitchen spaces and equipment including billing and scheduling
3. Engage kitchen renters through orientation, onboarding, booking, and exiting of the kitchen spaces
4. Cross collaborate with Entrepreneur Team Coordinator regarding business development needs for renters
5. Document case notes, collect and analyze data

### 80% KITCHEN RENTAL

- Develop, document and manage processes and standard operating procedures
- Collect, manage, and maintain paper and digital client documentation including, but not limited to, commercial liability insurance, health permits, and rent deposits
- Oversee the day-to-day operations and management of kitchen rental space
- Manage the scheduling system for the kitchens including conflicts with internal bookings
- Report issues and concerns regarding entrepreneurs to Entrepreneur Team Manager and follow up as advised
- Support new client inquiry, intake and coordination with Entrepreneur Team Manager

- Work with Entrepreneur Team Manager to design programming that maximizes and leverages all NMEP bookable kitchen spaces
- Regularly engage in research, community forums, community groups, workshops and other training to remain informed about best practices, trends, issues and regulations regarding commercial kitchen rental

### **10% PROGRAM SUPPORT**

- Assist Entrepreneur Team Manager in process development and program strategy
- Support entrepreneur team events and may include planning and execution
- Communicate program outcomes and processes to internal and external stakeholders
- Support the achievement of organizational and team rocks (goals)
- Support sustainable financial practices to operate the program within budget to reach self-sufficiency

### **10% ADMINISTRATIVE**

- 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
- Support data collection, reporting and analysis as assigned

### **OTHER DUTIES AS ASSIGNED**

- Other duties as assigned

### **REQUIRED SKILLS, QUALITIES, AND EXPERIENCE**

- At least 1 year of kitchen or space management skills and experience
- Entrepreneurial experience or demonstrated business development acumen
- Strong customer service skills, including high quality communication and relationship building skills

### **PREFERRED SKILLS, QUALITIES, AND EXPERIENCE**

- Conversational Spanish fluency
- Experience with local foods and food businesses
- Experience working in a nonprofit organizational environment
- Experience maintaining confidentiality in handling documents and sensitive client information

### **WORKING CONDITIONS AND PHYSICAL DEMANDS**

- Constantly moves about a commercial kitchen, retail and facilities settings.
- Frequently operates a computer and other office equipment and supplies
- Frequently stands and walks up to 8 hours
- This person must be able to work effectively in environments that are often loud, cramped, or hot
- This person frequently communicates with staff, students, volunteers, vendors, guests and others about organizational operations, policies, and products. Must be able to communicate and exchange accurate and relevant information in these situations.
- Requires lifting and moving up to 15 pounds
- Occasionally moves up to 50 pounds
- Frequently moves about buildings or different locations
- Frequently works indoors
- Constantly operates a computer and other office equipment

### **ADDITIONAL JOB DETAILS**

- **Compensation:** \$24-27/hour, commensurate with experience
- **Status:** Full Time
- **Reports to:** Entrepreneur Team Manager

### **TO APPLY**

To be considered for this position, please submit a resume and cover letter to No More Empty Pots at

[jobs@nmepomaha.org](mailto:jobs@nmepomaha.org). Be sure to include why this position with No More Empty Pots is a good fit for you.

Black, Indigenous, Latinx and any people of color, LGBTQ+ identities 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.