



### **Job Opening: Community Kitchen Program Manager**

Crossroads Community Food Network (“Crossroads”), a food access nonprofit based in Takoma Park, MD, is seeking a full-time Community Kitchen Program Manager to manage the organization’s new 1,100-square-foot shared-use community kitchen and associated programming. Focusing on the needs of low-income, small-scale food entrepreneurs, the kitchen will help build equity in our local food system. The ideal candidate will be bilingual English/Spanish, with excellent communication skills, and past experience with food entrepreneurship. This position is funded in part under a 3-year USDA Community Food Project (CFP) grant.

The position is based in Takoma Park, MD. The salary is \$25/ hour for 40 hours per week. Benefits include paid vacation, sick leave, and holidays, and health insurance. Retirement benefits are available after one year of employment. Work schedule is flexible, but must be regular and meet the requirements of the kitchen schedule. The Program Manager will report to the Executive Director.

#### Essential job functions include but are not limited to:

- **Facility Operations & Maintenance – 50% of time: Oversee operations of kitchen facility and participant usage of kitchen.** Direct application, orientation, and training process for kitchen users; maintain records and food safety licenses and certifications to adhere to regulations; manage inventory; maintain facility schedule; manage kitchen equipment maintenance and repair, plus utilities; manage janitorial/maintenance operations; assist with billing and vendor payments; develop and refine policies and procedures by working collaboratively with key stakeholders; ensure financial sustainability of kitchen.
- **Educational Program Development & Management – 50% of time: Engage with kitchen users - food entrepreneurs from diverse backgrounds to ensure success of their businesses.** Oversee planning, implementation, and evaluation of a technical assistance program that addresses processing, procurement, and marketing; offer one-on-one/small group support and workshops to support expansion of participant businesses; build relationships with strategic partners for effective delivery of services; facilitate access to market opportunities; connect participants to mentors; assist with grant reporting.

#### Required skills and experience:

- 3-5 years of relevant experience—could include kitchen management, production/processing, culinary training, food business management
- ServSafe Food Manager or equivalent certification; ability to develop and follow SOPs and HACCP plans
- Program management experience and/or teaching experience
- Bilingual English/Spanish
- Ability to communicate effectively; willingness to enforce policies
- Ability to multitask, prioritize activities, and work independently
- Physical requirements: able to lift/carry up to 50 pounds

To apply, please send resume, cover letter, and three references to Christie Balch, Executive Director, at [cbalch@crossroadscommunityfoodnetwork.org](mailto:cbalch@crossroadscommunityfoodnetwork.org). Application deadline: October 14, 2016. December start date.