



# NORTH COAST FOOD WEB

## Position: Kitchen Coordinator

**Part-time** | .5 FTE (approx. 20 hrs/wk) with potential to increase to full time in 2023

**Location:** Astoria, Oregon

**Salary:** \$20,000-\$22,000 annually DOE

**Benefits:** 2 weeks paid time off, plus 5 paid holidays

**Reports to:** Executive Director

**To Apply:** Please send your resume, cover letter and references to

[jessika@northcoastfoodweb.org](mailto:jessika@northcoastfoodweb.org). Applications will be reviewed on a rolling basis beginning April 30, 2022.

### About North Coast Food Web

Founded in 2011, [North Coast Food Web's](#) (NCFW) mission is to **cultivate healthy communities and a vibrant economy through food producer support services and improved access to local food**. Our vision is a community that is home to a diverse and thriving group of farmers, fishers, foragers, and food makers that can start and sustain their food businesses on the North Coast.

In pursuit of our mission and vision and with recognition of historical and present-day racism and inequity in our food system, NCFW is committed to justice, equity, diversity and inclusion. We are an Equal Opportunity Employer. Our employees and Board members are people with different strengths, experiences and backgrounds who are all passionate about creating positive change in our local community food system. We're seeking candidates from all backgrounds and walks of life who are excited about helping build the future of our North Coast food system. This is a new position in the organization and is best suited for someone who is flexible and excited to co-create the role.

### Position Overview:

Kitchen Coordinator will act as the point person for all commercial kitchen activities (including cold and dry storage facilities). Coordinator will establish and run high-quality commercial kitchen programming in NCFW's new facility at the [Astoria Food Hub](#). Coordinator will ensure the continued success of our existing incubator kitchen rental program as well as lead creation and implementation of educational programming and partnerships. Other key duties include participating on the "programs team", facilities and equipment maintenance, food safety compliance, communications and reporting.

### Key Responsibilities:

- **Manage Incubator Kitchen Rental & Storage program**, including: (40%)
  - Lead prospective kitchen renters through application and onboarding processes
  - Improve and maintain kitchen renter rules and policies
  - Review and approve kitchen renter fees, including sliding-scale or discounted rate program for priority kitchen renters

- Lead administrative duties for kitchen including scheduling and invoicing
- Manage and create protocol around cold & dry product and equipment storage needs for kitchen renters and other NCFW programming (such as the market)
- **Facilities management** including: (10%)
  - Responsible for kitchen's food safety compliance, licensing and/or certifications
  - Responsible for equipment maintenance & purchases related to kitchen
  - Manage janitorial supplies and cleaning schedules
  - Wash, dry, and fold kitchen laundry (dish towels and aprons)
- **Develop and evaluate new kitchen programming**, including: (25%)
  - Act as point of contact for all prospective kitchen use requests
  - Initiate planning and development of kitchen use for educational programming (likely implemented in 2023 or as funding permits)
- **Additional Responsibilities:** (25%)
  - Work with Programs Team members and other staff to track program impact, evaluate success, and propose program changes
  - Meet weekly with ED to discuss kitchen coordinating, programming and set goals
  - Support other NCFW staff in updating records in databases and file storage systems, including Google Drive and Customer Relationship Management system
  - Routinely prepare, synthesize and present reports of all programmatic data, including budgets, to inform executive decision making
  - Assist in marketing and outreach of kitchen programs and events
  - Recruit new kitchen renters as needed

### **Experience and Skills:**

- Ability to organize and track detailed information
- Experience with creating new programming and standard operating procedures
- Strong written and verbal communication skills
- Emotional maturity and ability to respect/work with people across differences
- Proficient with using online tools such as Gmail, Google Docs/Sheets, Canva, etc.
- Skills and experience to advance diversity, equity, inclusion and food justice
- Ability to move up to 30lbs

### **Preferred but not required:**

- Experience working in community food systems, especially in Pacific Northwest
- Experience developing or implementing community-based education programs
- Experience working in value-added food production or managing commercial kitchens
- Experience working with marginalized and underserved communities