



# NORTH COAST FOOD WEB

## Position: Kitchen & Storage Manager

### 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.

### Position Overview:

The Kitchen and Storage Manager will act as the point person for all commercial kitchen and storage activities. They will build and run a high-quality commercial kitchen programming in NCFW's facility at the [Astoria Food Hub](#) (AFH). They will ensure the continued success of our existing incubator kitchen rental program and develop a robust and responsive storage program to meet our producer's needs. Other key duties include coordination with other programs staff, facilities and equipment maintenance, food safety compliance, communications and reporting.

### Position Details:

- **Full-time, 40 hours/week.** Start date: January 5, 2023
- **Location:** Astoria, Oregon
- **Salary:** \$52,000 starting pay
- **Benefits:** 100% employer paid health insurance, limited funds for professional development, generous paid time off and leave policy, annual meaningful raises without need to negotiate.
- **Reports to:** Executive Director

### Key Responsibilities:

#### **Manage Incubator Kitchen Rental program, including: (30%)**

- 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
- Act as point of contact for all prospective kitchen use requests
- Do marketing for and recruit new kitchen renters as needed

**Develop a robust and responsive food storage program** including: (30%)

- Manage and create protocol around frozen, cold & dry product and equipment storage needs for kitchen renters, market producers and other NCFW programming
- Negotiate contracts with AFH for storage
- Work with the Operations Manager to insure timely invoicing and collection of fees
- Proactively anticipate new needs and work with AFH to expand space as needed
- Coordinate with Market and Access Manager for smooth transfer of stored food to our 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)

**Additional Responsibilities:** (30%)

- Attend weekly staff meetings and occasional Board meetings to stay in sync with other areas of the organization and share information
- Within the context of our Strategic Plan, cooperatively develop emergent kitchen projects, which may include:
  - educational programming,
  - hosting events, or
  - other business incubation initiatives
- Work with program area volunteers and staff to track program impact, evaluate success, and propose program changes
- Meet regularly 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 and for grant reporting
- Work with Operations Manager on marketing, communications and outreach for kitchen and storage programs

**Experience and Skills:**

- Ability to organize and track detailed information
- Experience with creating new programming and standard operating procedures
- Experience working in commercial kitchens
- Strong written and verbal communication skills
- Emotional maturity and ability to respect/work with people across differences
- Comfortable being part of a team in a strong growth and change phase.
- Proficient with using online tools such as Gmail, Google Docs/Sheets, Canva, etc.
- Ability to move up to 30lbs
- Commitment to advancing diversity, equity, inclusion and justice

**Preferred but not required:**

- Experience working in community food systems, especially in Pacific Northwest
- Experience working in value-added food production or managing commercial kitchens and/or ODA compliant storage facilities
- Experience working with marginalized and underserved communities; experience advancing diversity, equity, inclusion and food justice
- Spanish language fluency

**To apply:**

Send us your resume and answers to the following questions (in lieu of a cover letter) in about one page. Don't worry about formatting this as a cover letter. Please use this subject line: "Kitchen & Storage Manager (your last name)" and email to [yana@northcoastfoodweb.org](mailto:yana@northcoastfoodweb.org). You can also direct any questions to Yana at that address.

- 1) Please tell us about your experience with food systems work and/or food safety regulations.
- 2) What experience do you have developing and managing administrative systems (contracts, invoicing, scheduling, etc)?
- 3) Our staff values are:
  - a) Food Sovereignty and Equity;
  - b) People Over Profit;
  - c) Connection and Working Together; and
  - d) Responsiveness, Listening and Growing.What do these values mean to you? What do you think of when you hear the phrase "food justice"?
- 4) What interests you about this position? What passion would you bring to this work?

**Hiring Timeline:**

**Applications received by November 11th will be given priority for consideration.**

First round of interviews and dialogue with Yana will be the week of November 14th. All candidates will hear from us by then.

Second round of interviews with additional staff will be the following week. We intend to make an offer by December 1st.

Position begins January 5th.

[www.northcoastfoodweb.org](http://www.northcoastfoodweb.org) / [info@northcoastfoodweb.org](mailto:info@northcoastfoodweb.org) / (503) 468 -0921