

Massachusetts Avenue Project (MAP)
Kitchen Manager Job description

Commitment: Full-time, 40 hours/week

Application Deadline: Rolling until filled

Location: In office at 387 Massachusetts Avenue, Buffalo, NY

Compensation: \$50,000 with benefits including health, dental, vision insurance, 401K retirement benefits, Paid Time Off, 15 paid holidays and more

Experience: Minimum of 2 years commercial kitchen management or related experience required

The Massachusetts Avenue Project (MAP) is a food justice organization in Buffalo, NY, working to identify and dismantle systemic forms of oppression in the food system through our programmatic and advocacy work. MAP strives to build a workplace that includes paid positions for people from traditionally underrepresented groups and is committed to building a diverse and inclusive staff that reflects the communities we serve. We encourage qualified members of diverse communities to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

Position Title: Kitchen Manager

Reports to: Operations Director

Organization Summary: The mission of the Massachusetts Avenue Project (MAP) (www.massave.org) is to nurture the growth of a diverse and equitable community food system to promote local economic opportunities, access to affordable nutritious food and social change education. MAP operates an urban farm, a city-wide Mobile Market Program to improve nutritious food access, a commercial kitchen to support microenterprise development and community education, and a year round youth employment and training program in urban agriculture and food systems. We also manage 2 units of affordable housing located at our Farmhouse headquarters. We work to build partnerships and coalitions to advocate for food system change in support of health and food equity and environmental justice. MAP values creativity and cooperative principles and team problem solving.

Position Summary: As a key member of our team, the Kitchen Manager will oversee all commercial kitchen operations, including cooking, food preservation and nutrition education program components for youth and community members, and coordination of kitchen rentals to small scale entrepreneurs. The Kitchen Manager will supervise a Value-Added Product Coordinator and assist with seasonal recipe and product development for markets. In addition the Kitchen Manager will plan and prepare meals with MAP youth, and for MAP events and programming throughout the year.

Essential Functions:

The Kitchen Manager will be responsible for:

- Take the lead on and engage MAP youth, staff and organizational partners in planning and implementing community education, including weekly classes related to cooking, nutrition education and food preservation
- Organize and oversee 6-10 teens to prepare weekly meals for 60 people during 6 week summer program, including providing food safety and kitchen safety training
- Coordinate activities and volunteers related to meal planning, food procurement, preparation and preservation throughout the year
- Plan and prepare food for MAP events, including fundraisers, donor events and quarterly Farm to Table dinners
- Recruit, coordinate and manage kitchen rentals to food entrepreneurs, including reviewing kitchen user applications, conducting kitchen orientation, ensuring licensing requirements and food safety training. Manage rental schedule through Food Corridor app and provide supportive programming and referrals for small scale entrepreneurs
- Establish annual community education & training calendar of cooking classes for the public and recruit trainers from partner organizations, entrepreneurs and others
- Supervise Value-added Product Coordinator, and assist in recipe development and seasonal production of value added products.
- Supervise and train 2-4 Youth Kitchen Apprentices (teens)
- Maintain highest level of kitchen and food storage cleanliness, sanitation and maintenance
- Support MAP media and communications efforts by regularly contributing information to the website, social media posts, and quarterly newsletter
- Assist with organizational fundraisers and events as needed

Required Qualifications:

The ideal candidate will have

- At least 2 years commercial kitchen management experience
- At least 2 years of demonstrated meal planning, food preparation and preservation skills
- Excellent organizational skills and ability to manage and mentor a diverse population of staff and volunteers, including teenagers, interns, community members, co-workers and organizational partners.
- Youth development or teaching experience and interest working teens and diverse populations
- Ability to communicate effectively with various stakeholders (youth, parents, organizational partners, volunteers, and general public) and educate community on food and farming curriculum
- Must be able to work collaboratively with a team and remain flexible to scheduling changes
- Food Safety certified and familiarity with health department requirements and licenses
- Positive, energetic, and focused; ability to work independently and with groups
- Demonstrated ability to creatively solve problems
- Strong social media/ writing skills
- Knowledge of issues relating to local food, food sovereignty, and sustainable agriculture

Additional preferred qualifications:

- Experience cooking in a professional setting
- Experience creating seasonal recipes using garden produce
- Experience with value-added food product production
- Experience in volunteer management
- Bachelor's degree in culinary studies, agriculture, education, or a related field is preferred, but not required.
- Must be capable of physical work in various weather conditions, able to lift 50 lbs
- First Aid/CPR certification and bilingual skills are a plus

To apply please send resume and cover letter to:

Diane at dpnoc@mass-ave.org