



GROWING A RESILIENT LOCAL FOOD COMMUNITY

Central Rivers Farmshed in Stevens Point is now hiring a Food Operations Manager. This position is 1 FTE (minimum 40 hrs/week). The Food Operations Manager will oversee local food programming, and the operations related to Farmshed's commercial kitchen. Additionally, this position will work closely with the Executive Director (ED) in further developing food manufacturing solutions for small farms and food based businesses. This is an opportunity to innovate the middle of the local food supply chain. Work is centered in economic development and local food security coordination.

Posting Date: 9/5/2023 Application Deadline: 9/19/2023

Please send Letter of Intent and Resume to Trevor Drake- trevor@farmshed.org

Key Responsibilities:

General Duties (10%)

- Prepare for and attend regularly scheduled staff meetings.
- Participate in shared office support tasks (i.e. greeting guests, answering phones, maintaining calendar, preparing deposits, etc.)
- Inform the public of Farmshed programming by presenting or tabling at events.
- Perform facility and equipment maintenance and renovations as necessary.
- Comply with Farmshed's internal policies.

Food Manufacturing Operation (90%)

- Oversee the operations and management of all equipment, storage and kitchen use.
- Work with farms and other food businesses and the development of their products.
- Test, create and standardize recipes into Farmshed procedures.
- On-board new clients on all kitchen operations as desired.
- Train all users on the kitchen operations, safety practices, and maintenance of the facility.
- Work with the Executive Director to develop cooperative purchasing strategies.
- Act as the main kitchen contact and liaison to government food-safety agencies.
- Implement planned strategies and adhere to budget.

- Maintain the kitchen schedule and communication between staff, volunteers, and renters.
- Assist in funding acquisition for kitchen programming, including strategically seeking out grants, and anticipating future funding needs.
- Keep ED and Board of Directors (BOD) informed of programming with detailed and accurate reports.
- Supervise program interns and processing team, and provide feedback.
- Ensure all users keep the kitchen clean and organized.
- Take regular inventory of equipment and small wares.
- Serve as the point of contact and mentor to aspiring local food business entrepreneurs interested in kitchen rental.
- Collect, manage, and maintain user documentation including, but not limited to, commercial liability insurance, licenses, signed agreement, and rental deposits.
- Enforce sanitary food handling practices and kitchen use policies and procedures.

Requirements & Certifications:

1. Certified Food Manager or ability to attain License through a nationally accredited food protection examination within 90 days of hire.

Minimum Qualifications -

- Proficient in Google Drive and Microsoft Office Suite.
- Passionate about working with local foods and farmers.
- Knowledgeable of food seasonality in Wisconsin.
- Ready to teach people different techniques and skills for preparing and preserving local food in a fun and informative manner.
- Familiar with State and Federal food regulations and licensing.
- Clean and organized with high-level attention to detail
- Analytical and strategic thinker with great problem solving skills
- Flexible and reliable
- Works well under pressure
- Excellent time management skills

Education and/or Experience Preferred -

- Bachelor's Degree in health, sustainability or nutrition related field preferred.
- 4 years managing in a commercial kitchen setting.
- 2 years teaching or training employees or others.
- 2 years of program management/coordination preferred
- 5- 10 years of food service experience preferred.

Salary is based on education and/or experience.