Shared Use Kitchen Lead

OBJECTIVE: This position reports to the CPO of Community Development and will help launch a shared commercial kitchen space in Capital Roots new Urban Grow Center. The successful candidate will establish and grow an exceptional community of food entrepreneurs, supported by the Center’s regional food hub, local foods marketplace and community partners. The Kitchen Lead nurtures start-ups and early stage food businesses by advising on equipment usage, production scaling, streamlining operations, effective inventory management, and other process strategies, while ensuring the kitchen operates efficiently and maintains regulatory compliance.

QUALIFICATIONS:
- 5+ years professional food industry experience with a Serv-Safe manager certificate
- Deep understanding of food safety in commercial settings with HAACP and PCQI certification preferred
- Experience in recipe development, scaling and costing with scheduled process approval experience preferred
- Excellent management and communication abilities. Works effectively, both independently and within team settings.
- Demonstrated ability to problem solve, collaborate and communicate with diverse audiences. Be highly organized, with excellent time and space management skills and be capable of managing multiple tasks while working in a fast-paced environment. Must enjoy learning and be passionate about Capital Roots mission and the kitchen’s role in advancing it.

RESPONSIBILITIES INCLUDE:
- Finalize and manage policy and procedures manual for kitchen users, including expectations, cleaning policy, scheduling, etc.
- Oversee recruiting and interview process for new users, provide them training on kitchen policies and procedures, equipment usage, cleaning protocols, member expectations, etc. Certify users readiness to access specialized kitchen areas/ equipment
- Provide technical support and mentorship to kitchen members as needed and coordinate with program partners providing assistance to kitchen member businesses
- Manage all day-to-day operations of the shared use kitchen, its food storage areas and their scheduling. Ensure shared calendar is always up to date, accurately reflecting availability and bookings.
- Supervise and support users to ensure food safety guidelines are followed. Give corrective instruction where needed. Support and advise users on processes and equipment usage that advances recipes and food safety.
- Serve as the point of contact for necessary communications and site visits with state, local, and federal regulatory agencies regarding shared kitchen activities and the coordination of required inspections
- Maintain regular reporting and data collection efforts including those associated with programmatic outputs, financial information, grant deliverables and other requirements as needed
- Collaborate with other members of the Capital Roots Management Team to create cross-program collaboration and efficiency, create staff development opportunities and cultivate our unique organizational culture;
- Other duties as assigned by Program Officer and CEO.

USEFUL KNOWLEDGE, EXPERIENCE, SKILLS:
- Experience with online scheduling software and small business fundamentals
- Multilingual communication

SALARY & BENEFITS: This is a full-time non-exempt position (40 hours per week) paid at an annual rate of $41,600 per year, in a flexible work environment. Excellent benefits including comprehensive medical insurance and dental insurance upon hire. In addition to generous vacation time, we observe 11 paid holidays – including three floating holidays – and offer paid personal and sick time. You also have the option to enroll in our 403b retirement plan.
About Capital Roots: Capital Roots is striving to create a more vibrant and equitable food system in New York’s Capital Region. We work to reduce the impact of poor nutrition on public health in New York’s Capital Region by organizing community gardens, providing healthy food access, offering nutritional and horticultural education for all ages and coordinating urban greening programs in Albany, Rensselaer, Schenectady and southern Saratoga Counties. Our mission is to cultivate and nourish communities by creating equitable access to fresh foods and green space in support of a robust regional food system. To learn more about Capital Roots, go to www.capitalroots.org.

Capital Roots is an Equal Opportunity Employer that is committed to creating a multicultural organization. We seek to foster diversity across our organization and welcome the unique contributions our team members make based on their diverse perspectives, backgrounds, and lived experiences.

Send cover letter and resume (no calls please) to: Matthew Schueler CPO – Community Development | 594 River Street, Troy NY 12180 | email: jobdevelopmentdirector@capitalroots.org