



Food Processing Manager Job Description **FoodChain, Lexington, KY**

FoodChain forges links between fresh food and community.

Founded in 2011, FoodChain provides education and demonstration of sustainable food systems. Our program goals are to improve access to fresh food, educate and demonstrate innovative growing techniques, offer cooking classes focused on health and affordability, increase local food distribution, and make a difference through job training and living wage employment. As an innovative nonprofit, we've found success by identifying niches currently underserved in local food systems, while also using novel approaches, combining assets and partnerships in a way that benefits many, reducing waste, and maximizing human interactions with fresh food.

About the Job:

The Food Processing Manager organizes FoodChain's food intake, processing and output. Working closely with the Operations Manager as well as important community partners such as Feeding Kentucky and GleanKY, the Food Processing Manager collaborates on product development and production for the Kitchen through access to purchased or donated seconds produce. The Food Processing Manager is responsible for providing mentorship and work opportunities to production staff, preparing products, assisting in the organization and distribution of those products, ensuring that they are produced and tracked in compliance with all applicable food safety and best manufacturing practices.

This position will report directly to the Operations Manager.

Job Responsibilities

- **Operations:** oversee recipe development to transform seconds produce into long lasting, convenient products for increased access to locally-sourced nutrition for our direct neighborhood community, the food insecure population of Kentucky, as well as restaurant and institutional markets. Shall be conducted with adherence to all laws and safety guidelines.
- **Bookkeeping and Budgeting:** keep detailed financial records of expenses and revenue, run basic calculations to determine costs and necessary pricing for appropriate margins
- **Record Keeping:** ensure necessary data is tracked according to best practices and legal requirements, and in formats that can be shared and understood by FoodChain's staff, collaborators, and board members
- **Inventory:** control input of raw foods and output of quality finished foods

- Training: direct job training and mentorship for hiring assistants for processing operations and general maintenance of the kitchen focusing on populations with barriers to employment
- Safety: Ensure food safe operations by coordinating and managing employees and volunteers
- Sales: Develop and implement marketing and sales of processed goods.
- Kitchen Upkeep: Create and maintain the overall cleanliness and organization of the Kitchen by developing & implementing systems for warewashing, storage and management of equipment, tools, food, and chemicals
- Ordering: Work directly with Operations Manager to develop regular orders for kitchen pantry, chemicals, and staples necessary for general kitchen operations and production runs

Job Requirements

- Excellent communication skills, both written and verbal
- Good collaborator and strong self-manager
- Thorough, organized, reliable, and punctual
- A professional attitude
- Good interpersonal skills and a consistent, solution-oriented, problem solving focus
- Ability to operate effectively in a demanding, public, constantly evolving team environment that requires high energy and flexibility
- Ability to work with diverse populations; sensitive to folks with barriers to employment
- A passion for local food and finding long term solutions to the complexity of food system issues
- Experience managing food production employees
- Experience in job training
- Health Department Food Managers Permit or ServSafe with established, excellent food safety track record
- Conversant in Spanish (preferred)
- Experience working with local/regional, small-scale food producers (preferred)
- Experience working with volunteers (preferred)
- Experience working in an educational setting, especially with individuals with limited-resources and barriers to employment (preferred)

Details

This is a full-time, salaried position ranging from \$30,000 - \$34,000 depending on experience and qualifications.

How to Apply:

Please send resume, cover letter, and a list of 3 references to rebecca@foodchainlex.org