



**POSITION DESCRIPTION: Frozen Meal Production Manager**

**POSITION TYPE: Full-time**

**FLSA Status: Exempt**

**This Position Reports to: Co-Executive Director, Director of Operations**

**FoodChain, Lexington, KY**

**FoodChain forges links between community and fresh food.**

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:**

Frozen Meal Production Manager (FMPM) will work closely with the Kitchen Manager & Processing Kitchen Manager to help prepare and package wholesome frozen meals prioritizing local ingredients as well as incorporating rescued foods in an accountable and food safe manner, adhering to all good manufacturing processes. This position will report directly to the Co-ED, Director of Operations alongside the Kitchen Manager(s). The FMPM position will work with the Kitchen Manager to create and execute prep list and closing duties. FMPM position will cover all shifts that include frozen meal production to ensure that all tasks are completed and recorded properly. FMPM will work with team members to ensure that they know what tasks they must complete, and check to ensure that they have the equipment and knowledge to do so, providing corrective feedback when necessary. FMPM will work directly with FoodChain volunteers to train them in food safety, proper food handling, and help them to efficiently execute tasks in the kitchen. FMPM will work with the product development side of the FoodChain kitchen, creating new and innovative recipes that utilize local produce and meet nutritional guideline goals, while potentially looking for opportunities to create new market opportunities for FoodChain locally processed meals. This will involve development, quality testing, ensuring all food safety regulations are closely adhered to, and that packaging is done with attention to detail for both preservation and aesthetics. FMPM will be in charge of ensuring safety and quality are maintained at all times in the kitchen, providing training, advice, and recommendations to fellow staff and volunteers in order to keep standards high. If corrective action is required beyond task clarification and direction, then the FMPM can bring it

to the attention of the Kitchen Manager and Co-ED so there can be a corrective action plan discussed and implemented.

### Job Responsibilities

- Follow all meal guidelines in order to prepare nutritious and delicious meals.
- Abide by all necessary food safety requirements and maintain vigilance to ensure that volunteers and fellow staff members are properly trained and also adhering to all food safety requirements.
- Report for your shifts as scheduled and communicate ahead of time (at least 24 hours prior) if your availability has changed.
- Clock in to your shift using the Homebase app.
- Notify the Director of Operations if any of your availability changes.
- Follow the Kitchen's organization in terms of ingredient and equipment storage and maintain a clean workplace.
- Create and execute shift prep lists in collaboration with the other kitchen crew members and the Kitchen Manager.
- Maintain, update, and check nightly closing checklists and weekly deep cleaning checklists.
- Do weekly inventory checks and communicate order needs to Kitchen Manager/Director of Operations.
- Work with the Kitchen Manager on meal planning, processing needs, ordering needs, and staff organization between shifts.
- Train, lead, direct, and facilitate volunteers in the Kitchen and other kitchen staff.
- Will serve as shift supervisor in the kitchen and be responsible to be the "manager on duty" alongside the Kitchen Manager and whenever the Kitchen Manager is not present.
- Must be familiar with and conversant in all food safety regulations and how they need to be applied in the kitchen.
- Helps to maintain overall cleanliness, equipment maintenance schedules, and organization in the kitchen.

### Job Requirements

- Health Department Food Manager's License with established, excellent food safety track record
- 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 with task delegation, system management, inventory tracking, and professional scale food production
- Conversant in Spanish (preferred)
- Experience working in an educational setting, especially with individuals with limited-resources and barriers to employment (preferred)

### **Detail**

The focus of this position will be the preparation of meals provided for free through distribution and the processing of accompanying seasonal ingredients to provide free meals for the Lexington community as well as develop markets for frozen meals made with local products.

### **Compensation**

Full-time, Salaried position

Salary is \$45,000

Health Insurance available

Paid time off and holidays

After the 90-day probationary period, full-time employees will begin to accrue PTO 15 days annually; PTO will be accrued to the employee's PTO bank on a weekly basis (2.31 hours per week). PTO days will increase based on years of service with FoodChain and will be reflected on the appropriate work anniversary.

Full Time Employees with 2-4 years of service receive 18 days (2.77 hours per week) of PTO per year; and employees with 5-10 of service receive 20 days of PTO per year (3.08 hours per week); employees with 11+ years of service receive 25 days (3.85 hours per week) of PTO per year.

Primary Workstation: FoodChain

To apply, please submit a resume and cover letter about why you are interested in this position, relevant experience you have, and what makes you a unique and well-suited fit. Resume and cover letter can be submitted by emailing [jobs@foodchainlex.org](mailto:jobs@foodchainlex.org)