Position: Commercial Kitchen Manager

The community kitchen at Casa Azafran in NASHVILLE, TN is an affordable, shared, commercial kitchen space. Our facility will provide a safe, affordable licensed commercial facility available to rent for entrepreneurs. The kitchen meets all codes and licensing requirements necessary to develop a wide variety of food products.

Position Description

This is a permanent, full-time staff position that reports to the Economic Integration Director. The Commercial Kitchen Manager is responsible for the daily operations of the 1,150 square-foot commercial kitchen at the Casa Azafrán Community Center. The Manager ensures that the commercial kitchen meets its mission of assisting low-income food entrepreneurs in launching and managing successful businesses by providing: (1) a fully licensed and equipped commercial kitchen they can use for the development and ongoing preparation of their food products; and (2) professional food industry technical assistance designed to improve their business operations, market penetration, profit, economic scale and sustainability.

This position reports to the Director of Economic Integration Initiatives.

Please send cover letter, writing sample, resume, and references to: Martha Silva, Conexión Américas, 800 18th Ave South, Suite A, Nashville, TN 37203, email to: Martha.silva@conamericas.com, or fax to 615-320-9845. No phone or in-person inquiries will be accepted.

Duties and Responsibilities:

Job responsibilities include, but are not limited to, those listed above. As with every other job at Conexión Américas, every person in the organization will assist in any way necessary to respond to new demands and to assure a cooperative environment.

- Oversees the operation and management of all equipment, facility, utilities and general kitchen use
- Manages the scheduling system for the commercial kitchen facility
- Collect, manage and maintain user documentation including, but not limited to, commercial liability insurance, food safety and sanitation license, signed user’s agreement; food handler’s certificate and rent deposits.
- Trains all users of the kitchen on operations, safety and maintenance
- Enforces sanitary food handling methods and kitchen use policies and procedures
- Takes regular inventory of equipment and small wares
- Organizes cold and dry storage
- Ensures all users keep kitchen clean and organized
- Ensures all equipment is properly working and schedules equipment repair and maintenance
- Assists the Director of Economic Integration in ensuring that the technical assistance provided to food entrepreneurs responds to their needs, including:
  - food/recipe cost and pricing
  - learning to prep on a larger scale
  - building systems to maximize kitchen efficiency
  - sourcing product in the area
- Assists and coordinates with Event Center Manager to ensure commercial kitchen facility is maximized for special events hosted at Casa Azafrán
- Assists Event Center Manager in promoting businesses of food entrepreneurs using commercial kitchen among clients renting Casa Azafrán for special events
General Organizational Support:

- Attends organization-wide staff meetings and retreats
- Communicates in a positive and effective manner Conexión Américas’ mission and programs to program participants and the general public
- Attends and provides support as needed to organizational events and fundraisers throughout the year, including annual conference, fundraising breakfast, and Hispanic Heritage Month Celebration

Professional Qualifications and Personal Attributes

- At least 2 years of professional kitchen experience and/or culinary training
- Exceptional written and oral communication skills, including presentation and public speaking skills, in both English and Spanish - required
- Highly organized with excellent time and space management skills - required
- A passion for great food and a willingness to taste anything - required
- Compassionate and adaptable spirit to work with people of diverse socio-economic and ethnic backgrounds - required
- Capacity to be a “tough-minded optimist,” always acting to solve problems with energy and a positive attitude - required
- Ability to manage multiple tasks and work in a fast-paced environment
- Strong commitment to the mission of Conexión Américas required
- Flexibility, creativity and capacity to work both independently and collaboratively - required
- Excellent computer skills, including MS Word, Excel, PowerPoint, database management, social media and electronic communication platforms required
- Demonstrated respect and appreciation for a multicultural clientele and people - required
- Strong understanding of immigrant culture and issues in the US and in Tennessee - preferred
- Experience working in a nonprofit organizational environment - preferred

About Conexión Américas

Conexión Américas is a Latino nonprofit organization based in Nashville, TN. Our mission is to help Latino families realize their aspirations for social and economic advancement by promoting their integration into the Middle Tennessee community. Our organization was founded in 2002 to address some of the most pressing challenges created by recent demographic changes in Middle Tennessee as an increasing number of Latino families come to this region searching for a better quality of life. Conexión Américas is an advocacy and direct-service organization. We focus on three areas of community impact: Social Integration (information, referrals and assistance and conversational English for adults), Economic Integration (homeownership, micro-entrepreneurship and taxpayer education/assistance) and Civic Integration (community education through workshops and grassroots leadership development).

Awards and Recognitions:

2003 – Best Entrepreneurial Venture of the Year, Nashville Scene (weekly newspaper)
2005 – Winner of Innovations in Homeownership Contest, NeighborWorks America
2007 – Winner of Family Strengthening Award, Annie E. Casey Foundation and National Council of La Raza
2007 – Winner of Neighborhood Builder Award, Bank of America
2009 – Eastern Region Affiliate of the Year, National Council of La Raza

For more information about Conexión Américas, visit us at www.conexionamericas.org and check our organization’s profile at www.GivingMatters.com