Job Description
Culinary Incubator Manager

Position Description
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.

Duties and Responsibilities:
- Oversees the operation and management of all equipment, facility, utilities and general kitchen use
- Manages the scheduling system for the commercial kitchen facility
- 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 costing
  - learning to prep on a larger scale
  - building systems to maximize kitchen efficiency
  - sourcing product in the area
- Assists and coordinates with Casa Azafrán Cultural Engagement & Events Coordinator to ensure commercial kitchen facility is maximized for special events hosted at Casa Azafrán
- Assists Casa Azafrán Cultural Engagement & Events Coordinator in promoting businesses of food entrepreneurs using commercial kitchen among clients renting Casa Azafrán for special events
- Creates and coordinates culinary, cultural and educational events using available kitchen resources including working with student interns
- Works in conjunction with Communications Strategist to develop and implement a communications plan for kitchen programs, events and classes
Professional Qualifications and Personal Attributes

- Bachelor’s degree in relevant field - required
- Highly organized with excellent time and space management skills - required
- At least 2 years of professional kitchen experience and/or culinary training - preferred
- Exceptional written and oral communication skills, including presentation and public speaking skills, in both English and Spanish - required
- Ability to manage multiple tasks and work in a fast-paced environment
- 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 love and appreciation for Latino culture and people - required
- Strong understanding of Latino culture and Latino issues in the US and in Tennessee
- Demonstrated ability to be flexible, respectful and accommodate differences in a multicultural workforce - required
- Experience working in a nonprofit organizational environment - preferred
- A passion for great food and a willingness to taste anything
- 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
- Strong commitment to the mission of Conexión Américas - required
- Ability to speak passionately and articulately about our mission - required

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

Do you want to learn more about our organization?

- Pinnacle Financial - Nashville Business Journal's awarded Conexión Américas as Best Place to Work in 2013
- http://kitchen.conexionamericas.org/
- http://www.tennessean.com/article/20140305/LIFE02/303050055/