

WEBB CITY FARMERS MARKET

Job Description – Kitchen Supervisor

This position reports to the WCFM Board of Directors

Revised: March 3rd, 2023

Overview: The Webb City Farmers Market Mission is “To sustain, nourish and enhance our community while providing a venue for success for our local farmers and producers.” We are a year-round, producer-only market. Our customers buy directly from the farmer, baker, rancher, beekeeper, and maker. Our producers offer farm fresh produce, baked goods, herbs, jams, and jellies, humanely raised meats and so much more. Founded in 2000, the market has grown to be the lead provider of fresh, local foods to our community. We have a heavy emphasis on community building with many activities that support our local food system.

Purpose: The Kitchen Supervisor coordinates and oversees the operations of the kitchen programming and serves as the point person for kitchen renters and volunteers, and is responsible for coordinating all food services offered by the market. The position requires familiarity with food handling and kitchen operations, as well as the ability to work independently and collaboratively. This is a part-time position set to run through 2023.

Hours: 25-30 hours a week

Compensation: \$18 per hour

ENSURE THAT THE MARKET KITCHEN IS OPERATING SAFELY AND EFFECTIVELY (33%)

- Hold weekly check-in with Market Coordinator and a board member
- Maintain knowledge of kitchen operations and equipment
- Provide tours to potential renters
- Maintain the monitoring system that tracks cooler and freezer temperatures
- Maintain up-to-date records of rental lease agreements and enforce kitchen policies
- Maintain process for monthly Kitchen Rent invoices in coordination with Market Accountant
- Schedule required inspections and cleanings per health department guidelines.
- Maintain inventory of supplies and equipment
- Arrange routine preventive and simple corrective maintenance on all kitchen assets (structures and contents)
- Communicate with the board about repairs and ground maintenance that need to be communicated to the city.
- Make routine and assigned payments as invoiced to contractors
- Attend monthly board meetings, providing a kitchen manager's report and relative information requested by the board of directors
- Consult with board members regarding serious problems

IMPLEMENT KITCHEN-RELATED PROGRAMING (67%)

- Schedule, support, and monitor the market breakfast and ensure the breakfast is operated to meet food safety requirements and to the satisfaction of customers.
- Schedule non-profit groups to partner with for Saturday's market breakfast and supervise the breakfast service in the pavilion.
- Manage the Free Kids Meal preparation, scheduling, and supervision of kitchen staff and volunteers.
- Purchases market produce for Kids Meal and the market breakfast

QUALIFICATIONS

- Prior experience in kitchen management preferred
- Valid ServSafe certification
- Proficiency with budgeting and food ordering
- Knowledge and understanding of local food systems, the importance of local farms, and farmers markets preferred.
- This position requires lifting, up to 75 lbs. and actively working in all weather conditions.
- The applicant is self-disciplined, and goal orientated. Must work effectively with no supervision and can give and follow instructions. Must be punctual.
- Outstanding oral and written communication skills; share and accept feedback in a team environment.
- Always provide exceptional customer service, including in off-hours when you are in the community and representing the market.
- Ability to develop good team relationships with board, farmers and vendors and work well with the public.
- Strong organizational and problem-solving skills, attention to detail
- Knowledge of and skill with MS Office, Google drive/documents, spreadsheets, etc.
- Requires a valid driver's license and dependable transportation.

Webb City Farmers Market is an equal opportunity organization. All applicants are considered without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

To apply please submit a cover letter and resume to:

webbcityfm@gmail.com

Or by mail:

PO Box 1

Webb City, Mo 64870