



Kitchen Incubation Coordinator

CitySeed, New Haven, CT

CitySeed Incubates reduces barriers to food entrepreneurship in New Haven by working to create economic opportunity for all, increase leadership by people-of-color and immigrant food entrepreneurs, and strengthen our local food system by linking rising food entrepreneurs and farmers. CitySeed seeks a dynamic and driven **Kitchen Incubation Coordinator** to support this work by coordinating kitchen programs and operations at the Dixwell Q House.

The kitchen at the Q House operates as a shared-use commercial kitchen incubator for local food entrepreneurs. Many of CitySeed's kitchen incubator renters are food entrepreneurs who have recently launched or are working toward launching a food business (such as a food truck, catering company, or food product line). The Kitchen Incubation Coordinator will work closely with the Food Entrepreneurship Director to establish, refine, and maintain the services that support our growing network of food businesses. You'll be at the heart of maintaining a welcoming, people-focused, inclusive, and collaborative workplace and culture at a rapidly growing organization.

DUTIES AND RESPONSIBILITIES

As CitySeed's Kitchen Incubation Coordinator, your three main goals will be to: 1) help manage the growth of CitySeed Incubates by ensuring each food business affiliated with CitySeed is met with excellent customer service and follow-through 2) support CitySeed's network of ventures by implementing classes and events that will increase the viability of their business 3) help oversee the day-to-day and long-term operations of the Q House kitchen while supporting a multi-organizational partnership.

Venture Intake & Recruitment

- Responsible for conducting kitchen tours at CitySeed's two shared-use kitchen spaces for food entrepreneurs interested in renting the kitchens
- Serve as the point-person for intake and orientation of ventures who are interested in renting CitySeed kitchens, including: ensuring timely responses to inquiries from prospective members, training new ventures on kitchen use, and scheduling rentals
- Lead the recruitment of a robust pipeline of food businesses through events, outreach, communications, and community partnerships
- Serve as a main point of contact for CitySeed's kitchen renters
- Connect entrepreneurs to relevant opportunities and resources in CT

Program & Event Coordination

- Plans food entrepreneurship related classes and events (e.g. financial skills, business planning, marketing, food procurement, ServSafe etc.)
- Build relationships with prospective instructors and partners
- Represent CitySeed Incubates at community events

- Assists in communication for food business classes and events
- Evaluate and track program impact
- Ability to teach classes, as needed
- Supports CitySeed Food Entrepreneurship Director on other program management duties, as needed

Kitchen Operations

- Liaise between CitySeed team, entrepreneurs and LEAP Kitchen Manager at the Q House
- Maintain CitySeed's relationship with the New Haven Health Department to coordinate licensing and inspections of the CitySeed commercial kitchen
- Facilitate connections between new food businesses and the Health Department around licensing and other requirements.
- Oversees the safety and sanitation of food production to ensure kitchen procedures are followed appropriately
- Notifies FUSCO of any facilities related issues or needs on-site at the Q House kitchen
- Purchases and maintains equipment
- In charge of distributing monthly invoices to renters in a timely manner
- Tracks kitchen use data
- Management of CitySeed/Q House shared Kitchen Calendar and Square Appointments

This position is currently part-time. Expectations of hours are approximately 20 hrs/week.

SKILLS AND QUALIFICATIONS

We anticipate that a successful candidate will have experience in a similar role within a restaurant, small business, nonprofit or values-driven organization. CitySeed recognizes that experience and expertise come in many forms. If you have different experiences that you think are a good fit for the role, please apply so we can learn more about you.

- Over 2 years of food service experience, preferably kitchen management or catering
- Commitment to racial and gender equity
- ServSafe Food Handler or Manager Certified
- Proficiency with Google Suite, mainly Docs, Calendar, Forms, and Excel
- Knowledgeable in digital communications such as Canva, Hoot Suite, Constant Contact, and Eventbrite
- A meticulous eye for detail and strong customer service orientation
- Excellent interpersonal and stakeholder management skills, including: the ability to communicate clearly and effectively with entrepreneurs, colleagues, and community partners
- Understanding of city and state regulations for owning and operating a food business
- Working understanding of Spanish
- Familiarity with New Haven's food system and restaurants
- Comfortable with writing and editing, creating pitch decks, writing proposals, and crafting outreach materials.
- Ability to take initiative, prioritize activities and work independently and collaboratively.
- Passion for community-level food systems work
- Flexibility, maturity, and a sense of humor

DETAILS

- Desired Start Date: October 2022
- Location: New Haven, CT (CitySeed is currently a hybrid work environment with some in-person and some remote duties.)
- This position is part-time and hourly. Salary is commensurate with experience, starting at \$20/hour.
- Benefits include vacation and holidays, a flexible work schedule, professional development, and other benefits.

To Apply: Interested applicants can fill out our [application form](#). Applications will be reviewed on a rolling basis. CitySeed is an Equal Opportunity Employer and is committed to creating a diverse, equitable, welcoming and inclusive environment for all employees and our community. We honor candidates' experiences, perspectives and identities.

About CitySeed: For more about CitySeed and our mission visit our website: www.cityseed.org