

Facilities & Membership Specialist

Part-Time Employment

Kitchen Council is seeking a part-time Facilities & Membership Specialist. This person will serve as the primary point of contact for the facility and will oversee day-to-day operations for the region's largest food incubator.

The position will require part-time but flexible hours (20-25 hours per week) and will require at least one weekend day per week.

A few things about you:

- You love eating, talking about and making food
- You enjoy helping others (specifically foodpreneurs)
- You're willing to jump in, wear many hats, and get things done
- You like working around people but can thrive as an individual contributor

Your Ideal experience includes:

- Commercial kitchen familiarity and knowledge
- Project management and decision-making skills
- Strong communication skills (oral, written and presentation)
- Creative problem solving
- Excellent customer service

Wage Range: \$20-\$25 an hour

Essential Job Duties & Responsibilities:

1. Oversee day to day operations of shared kitchen facility, including supervision of vendors/service providers, pest control, cleaning services, inspections, maintenance of equipment, plumbing, electrical, and utilities. Work with Managing Director and landlord to address any issues that fall outside of tenant agreement or Kitchen Council responsibilities.
2. Maintain positive relationship with Iowa Department of Inspections and Appeals and other regulatory agencies to ensure facility and program is up to code with regards to licensing, health and food safety.
3. In partnership with Managing Director, keep program Standard Operational Procedures (SOPs), member agreement and other program documentation audited and up to date.
4. Contribute to organization and cleanliness of kitchen. Create and maintain weekly/monthly special projects and cleaning lists. Manage kitchen supplies and inventory.
5. Provide great customer service to members and ensure they're connected with necessary resources.

6. Manage Kitchen Council alias and respond in a timely manner to all inquiries sent via email, social media or other channels.
7. Submit incubator expenses and monthly expenditures.
8. In collaboration with the Managing Director, help recruit new food businesses and onboard accordingly with review of applications, member agreements and SOPs.
9. Help with events for current members, prospective members and food advocates in the community to promote education around entrepreneurship, business resources, food safety and innovation.
10. Assist Managing Director with Kitchen Council's online and social presence.
11. Contribute to Advance Southwest Iowa Corp.'s monthly metrics and annual reports when requested.
12. Be an advocate for Advance Southwest Iowa Corp. and the Kitchen Council program.

Supervisory Responsibility:

None

Fiscal Responsibility:

Responsible for operating with the budget, with all expenditures requiring approval by the Executive Director of Advance Southwest Iowa Corporation.

Qualifications:

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed should be representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and related work experience:

A combination of education and practical experience will be considered.

Certifications, Licenses, Designations:

Valid Driver's License

Other Skills and Qualifications:

- Volunteer management experience is a plus.
- Highly developed teamwork and customer service skills with people of all backgrounds and abilities.
- Ability to produce high quality work while under pressure with multiple tasks.
- Professional appearance and demeanor.
- Willingness to work flexible hours and the ability to drive and/or provide own transportation to various locations around the region.

Physical Demands:

Typical office and commercial kitchen environment – ability to sit or stand for periods of time and carry materials as needed.

About Kitchen Council

[Kitchen Council](#) helps food startups start up. From finding affordable commercial kitchen space to navigating licensing and regulations, starting a food business is not for the faint of heart. With Kitchen Council, an entrepreneur is never alone. We provide access to a state-of-the-art commercial kitchen, educational resources, a member community, events, mentorship and more.

Kitchen Council is a program of [Advance Southwest Iowa Corporation](#) and the [Greater Omaha Chamber](#). Founding community partners include [Iowa West Foundation](#), [Council Bluffs Chamber](#), [Conagra Brands](#) and the [Iowa Economic Development Authority](#). Kitchen Council is a unique regional effort over state lines to help local food entrepreneurs successfully start up.

Type: Part-time

Pay: \$20.00 - \$25.00 per hour

Schedule:

- Monday to Friday
- Weekend availability

Location:

Council Bluffs, IA: Reliably commute or planning to relocate before starting work (required)

Work Arrangement: In-person

If Interested in Role

Please send a succinct email with information 1) about yourself, 2) why you're interested in the position (and/or why you're a good fit for the position), and 3) an attached resume. Send to kitchencouncil@omahachamber.org.
