



Incubator Kitchen Manager

Location: Ypsilanti, MI (in-person work required)

Salary: \$37,500-\$39,500 based on experience, paid time off, and health insurance (medical, dental, vision, short-term disability, and life insurance) after 90 days.

Additional Perks: Free produce, flowers, and seedlings from our Urban Farm

Start Date: July 15, 2024

Schedule: Salaried, average 40 hours/week. A flexible schedule may include some evening or weekend MarketPlace events and 4-6 organization-wide weekend or evening events throughout the year.

Growing Hope is a 21-year-old non-profit organization rooted in Ypsilanti, Michigan, whose mission is to foster an equitable and sustainable local food system that empowers all people to grow, buy, sell, prepare, and eat nourishing food. We envision a community where all people- particularly those with barriers due to race, class, culture, language, ability, and mobility- have access to nourishing, culturally appropriate, affordable, and affordable local food. People can grow and prepare their own harvests and may earn a living as food growers, producers, or entrepreneurs.

Our work areas include Youth & Schools, Farm & Garden, Farmers Markets, and Food Entrepreneurship. Our programs primarily emanate from our two main spaces: The Growing Hope Urban Farm and the Ypsilanti Farmers MarketPlace. The Urban Farm is a multi-purpose space for organic practice production, garden demonstrations, youth and adult education, and events. The Ypsilanti Farmers MarketPlace hosts the Ypsilanti Downtown Farmers Market, the Ypsi Area Online Market, and the Growing Hope Incubator Kitchen.

Organizational Culture and Values

Our culture is rooted in our values: Transformation, Education, Justice & Equity, Placemaking, and Integrity. We commit to upholding inclusive practices and policies while creating space for courageous conversations as a staff and within our community. Instead of simply providing services, we aim to leverage the vast resources already within our community to empower and partner with participants and customers. We believe that community members can make decisions about their health and wellness goals and that Growing Hope is a resource to increase access and opportunities to meet these goals.

About the Position

The Growing Hope Incubator Kitchen is a food business incubator and shared commercial kitchen designed to increase success rates for new food industry entrepreneurs by reducing startup barriers and offering development support services. This Incubator Kitchen Manager position includes facility management, administrative oversight, individual food business coaching, and communication with people from diverse backgrounds and cultures.

Position Responsibilities

Kitchen Management (50%):

Oversee all Incubator Kitchen and MarketPlace Hall operations, including rental by food entrepreneurs (makers), programming for community members, maintaining food safety standards and cleanliness in the kitchen area, and managing the onboarding and offboarding process for makers.

- Ensure that the Growing Hope Incubator Kitchen complies with Washtenaw County Health Department and/or Michigan Department of Agriculture rules and regulations and maintains all necessary SOPs for commercial kitchen operation.
- Ensure all equipment is in good working order, regularly cleaned, and inspected.
- Manage kitchen inquiries and organize introductory tours for prospective makers.
- Guide prospective makers through onboarding (e.g., securing a license, obtaining product liability insurance, etc.).
- Track kitchen user data to share with makers, funders, and other community stakeholders.
- Schedule and invoice makers for their hours and storage usage.
- Maintain strong relationships with local, county, and state agencies, the state-wide Kitchen Incubator Network, and other food system professionals.
- Oversee the rental of MarketPlace Hall for community groups and special events.

Business Incubation Support (30 %): Navigate kitchen makers through appropriate training, including business and financial planning, safe food production, and branding and marketing. Develop and oversee capacity-building workshops for food entrepreneurs.

Facilities and Grounds Maintenance (10%): Oversee and manage the Ypsilanti MarketPlace Hall building and grounds. Address and incidental maintenance/inspections for buildings, grounds, and equipment are required. Responsible for regular cleaning and occasional deep cleaning of kitchen and hall. Organize and oversee volunteers for regular grounds maintenance.

Revenue Generation & Budgeting (5%): Assist with program budgeting, cash flow & accounting processes, and implementation for garden programming, create annual and multiyear revenue and expense budgets, and provide input and support for food entrepreneurship grant proposals and grant reporting.

Organizational Support (5%): Participate in anti-racism, food sovereignty, and food justice discussions and training, administrative activities (i.e., timesheets, expense reports), professional development, weekly staff meetings, Growing Hope fundraising/fundraisers and community events, and community presence in Ypsilanti and Southeast Michigan as it relates to food entrepreneurship programming.

Qualifications:

- Minimum of 2 years combined restaurant, food production, food safety training and/or general experience with small food or farm business owners.
- Knowledgeable of commercial-grade kitchens (small and large equipment, utensils, etc.)
- Commitment to maintaining a clean shared environment and a positive customer experience
 - ServSafe Managers Certification or commitment to become certified is required.
- Strong communication skills
- Experience in managing and creating relationships with multiple partners, patrons, and renters
- Commitment to Ypsilanti residents, stakeholders, and strategic partners
- Ability to lift 30+ lbs easily, stand for long periods of time, and carry out cleaning duties regularly.

Qualities that will enhance the application:

- Knowledge of food business licensing through MDARD (Michigan Department of Agriculture and Rural Development) and local health departments
- High initiative and positive thinking; willingness to jump in and self-manage.
- Experience with basic repair and maintenance of kitchen equipment, plumbing, and/or “DIY” projects
- Experience working with small businesses or entrepreneurs
- Basic understanding of the U.S. food system, the injustices in its structure and function, and the major contributors to that injustice. A deep desire to build a food system that’s led by our community, in particular by those people most harmed by the current system (BIPOC, working class, disabled, elderly, etc.)

- Preference is given to Ypsilanti-area residents or those willing to relocate

To Apply: Submit a resume and cover letter to apply@growinghope.net. Preference will be given to applications received by **June 30th, 2024**, but the position will remain open until filled. Letters can be submitted in written, video, or audio format.

Growing Hope encourages people of color and individuals with an in-depth understanding of poverty or economic hardship to apply. We welcome a diverse pool of applicants and make merit-based employment decisions. We do not discriminate against potential employees based on race, creed, age, physical ability, national origin, sex, gender identity, sexual orientation, or marital status. Accommodations will be made to make the application process and position accessible for qualified applicants.