



FOOD PRODUCTION COORDINATOR

30 - 40 Hours Per Week, To Be Scheduled with Supervisor
\$21-25/hour plus Health Insurance, Dental & Vision Insurance, Flexible Spending Account, Gym Access, Retirement Plan, and Shift Meals

ORGANIZATION OVERVIEW

East End Food is a nonprofit organization whose mission is to support, promote and advocate for farmers and producers, while ensuring everyone in the community can enjoy and be nourished by local food. We envision the East End as a place where all farms and food businesses are thriving and supported by an engaged community whose members understand the benefits and uniqueness of local food.

POSITION OVERVIEW

The Food Production Coordinator is responsible for supporting the Food Production Manager in ensuring that all food production projects are completed in a timely manner with the highest quality products delivered. The Food Production Coordinator works with the Food Production Manager and the Operations Coordinator to supervise kitchen production staff, fulfill wholesale food production orders, and to complete tasks associated with the smooth daily operations of the kitchen and related organizational activities. This position may also interact with clients to cultivate and steward organizational relationships.

Specific responsibilities are highlighted below. Other duties will be assigned as necessary. Some evening and weekend work is required, but will be scheduled in advance. Most shifts will be scheduled Monday - Friday between 8:30am to 5:00pm.

RECIPE DEVELOPMENT & SCALING

- Collaborate with Food Production Manager and clients to research, test, refine, and scale new product recipes, exercising the utmost discretion with regard to recipes, production techniques, and trade secrets.
- Under the direction of the Food Production Manager, work with kitchen staff to scale recipes precisely and produce products with consistency.
- Support Food Production Manager in placing ingredient and supply orders, with an emphasis on sourcing ingredients as locally as possible.
- Support Food Production Manager in providing information to the Associate Director to develop a cost analysis for each product.

FOOD PRODUCTION & PACKAGING

- Work with the Food Production Manager to oversee, delegate, and implement the production of wholesale and co-packing client food products and ensure the highest food safety and quality standards are maintained throughout processing.
- Maintain a sanitary environment in the kitchen and dish-room by supervising the food production team in these tasks and pitching in as needed.
- Under the direction of the Food Manager, oversee other daily, weekly, and periodic cleaning projects.
- Be alert to food safety issues and commit to reporting and addressing issues as needed.
- Be available to address refrigeration or other facility issues outside of normal business hours as part of the facility management team.

OPERATIONS SUPPORT

- Work with Operations Coordinator to develop & update training materials & process guides as needed.
- Other projects as assigned to maintain smooth operations of the facility.

STAFF SUPERVISION & QUALITY CONTROL

- Work with the Operations Coordinator and Food Production Manager to train kitchen staff in the proper preparation, packaging, and labeling of all food products to support efficient and timely production schedules. Ensure that all products meet client specifications and address issues as needed.
- Collaborate with Food Production Manager to make adjustments to kitchen equipment, flow, and facility maintenance as needed to support efficiency.
- Work with the Food Production Manager and Operations Coordinator to supervise kitchen staff.

MEMBER OUTREACH & STEWARDSHIP

- Participate in the Food Producer Application Review Committee with Associate Director & Coordinators to vet applicants, give tours, and assist in onboarding new kitchen clients.
- Serve as a liaison between kitchen clients and the Associate Director to address questions, comments, and concerns. Assist Associate Director with monitoring food producer storage and use of the kitchen.
- Work with the Administrative Team to plan off-season training opportunities for staff and food producers to enhance their skills, expertise, and likelihood of success.

REQUIRED QUALIFICATIONS

- Strong leadership skills and the ability to train and motivate staff to maintain the highest quality and food safety standards.
- Experience with food production and/or manufacturing
- Ability to work within a team to maintain the highest quality and food safety standards.
- Excellent communication skills.
- Physical ability to lift up to 40 lbs and stand for full days during production in the kitchen.
- Commitment to supporting local farmers & food producers.
- Valid Suffolk County Food Managers Certificate or Serv-Safe Food Manager Certificate or willingness to obtain

PREFERRED QUALIFICATIONS

- Experience with recipe development/scaling
- Experience managing & training staff.
- Knowledge of New York State Department of Agriculture & Markets and Federal food safety standards.
- Familiarity with the local farming and food community on the East End of Long Island, NY.
- Strong Spanish-language skills.