



SUSTAINABLE ECONOMIC ENTERPRISES OF L.A. (SEE-LA)

Job Announcement: Farmer's Kitchen Manager

Full Time - \$40,000 - \$45,000 Annual Compensation (DOE) plus Medical-Dental, Vacation, Holiday Benefits, & 403b

Sustainable Economic Enterprises of Los Angeles (SEE-LA) is a nonprofit community development corporation dedicated to promoting the sustainability of California farmers and local communities. SEE-LA's primary activities and programs include the operation of the popular Sunday open-air *Hollywood Farmers' Market*, "Good Cooking" nutrition education classes, market basket program, small neighborhood farmers' markets, the "Bring the Farm to Your School" Program, and now the Farmer's Kitchen.

SEE-LA has received a Community Food Project USDA Grant, a Community Redevelopment Agency (CRA) Grant and other funding to build the Farmer's Kitchen, adjacent to the Hollywood Farmers' Market (HFM). SEE-LA's Farmer's Kitchen will be a café as well as a commercial teaching and processing kitchen. The Farmer's Kitchen will offer programs targeted to the local population, mostly underemployed, low-income persons. Programs will include food and nutrition education, cooking classes, job training in the food industry and food processing, a market basket program and the processing of farmers' produce.

The Farmer's Kitchen Manager will oversee the successful development and operation of the Kitchen which include but is not limited to: the café, its prepared foods, its retail production, and the maintenance of the schedule of its programs. The Farmer's Kitchen Manager will work closely with the SEE-LA team and will report directly to SEE-LA's CEO. This is a dynamic, hands-on management position that requires independent judgement, creativity, and diplomatic and effective interaction with both hired staff and the community.

Primary Responsibilities:

BEFORE & AFTER FARMER'S KITCHEN OPENING:

- Work with the Executive Chef (EC) to develop and implement the systems and procedures for successful operation of the Kitchen and manage its day-to-day activities;
- Help establish, maintain, and promote the high quality foods and service, products, and community programs of the Farmer's Kitchen;
- Together with the EC, hire, schedule and supervise Farmer's Kitchen staff;
- Submit routine written status reports and verbal progress updates to CEO;

BEFORE:

- Help plan the Grand Opening of Farmer's Kitchen;
- Along with EC and CEO, develop operations manual for Kitchen, oversee installation of equipment (including POS) and attend any necessary training;
- Help develop food service and processing training curriculum.

AFTER:

- Work with the community, clients, farmers, government agencies, and other SEE-LA staff to ensure the success of the Farmer's Kitchen;
- Coordinate and schedule programs and trainings necessary to fulfill the funding obligations of the Kitchen;
- Assist SEE-LA staff with grant reporting and assessment by providing Farmer's Kitchen status and progress reports;

Requirements:

- At least 2 years restaurant or food industry management experience;
- Knowledge of professional kitchen management, purchasing and budgeting, and/or relevant experience;
- Flexibility, creativity and ability to coordinate and communicate effectively and diplomatically with a diverse population;
- Excellent writing, organizing, communication and interpersonal skills;
- Excellent computer skills, including Excel and Word;
- Broad knowledge of and/or interest in community nonprofit corporations and sustainable food systems and agriculture;
- Familiarity with food, nutrition and food security issues in the urban environment, particularly in the Hollywood/Los Angeles area;
- Interest in promoting community projects and outreach;

The successful candidate will have most of these attributes:

- The proven ability to exercise good judgment while taking initiative to resolve issues in a variety of situations;
- Demonstrated leadership abilities and team building skills;
- Experience liaising with government agencies and other authorities (such as: Dept of Public Health);
- Willingness to learn;
- Conversational Spanish fluency.

To apply: Submit cover letter and resume to SEE-LA, 6605 Hollywood Blvd. Suite 220, Hollywood, CA 90028, or FAX to (323) 463-1062, Attn: Jared Call, or use our online [contact form at http://www.farmernet.com/contact](http://www.farmernet.com/contact) (please use "ATTN: Jared RE: Farmer's Kitchen Manager Position" as your subject line)

Position is open until filled.