

Detroit Black Community Food Sovereignty Network

Detroit Food Commons

Kitchen and Events Manager

Job Posting

The Detroit Black Community Food Sovereignty Network (DBCFSN) is seeking an experienced, socially conscious Kitchen and Events Manager to manage all aspects of the organization's four Kujichagulia Kitchens and the Imani Banquet Hall/Community Meeting Space in the Detroit Food Commons. DBCFSN is a dynamic non-profit organization that works to build food sovereignty in Detroit's Black community. Widely considered a leader in the field, DBCFSN works in food policy, urban agriculture, youth development, public education, and equitable food-oriented development.

Summary

The Kitchen and Events Manager is a full-time, at-will, employee of the Detroit Black Community Food Sovereignty Network who is paid an annual salary of \$53,000 with benefits. The Kitchen and Events Manager is responsible for coordinating and leading all aspects of the kitchens and banquet hall/community meeting space. The Kitchen and Events Manager must have good communication and team building skills as they are responsible for interacting with staff, users of the facilities and the public. The Kitchen and Events Manager must support DBCFSN's mission and be committed to our work of building Black Food Sovereignty. An understanding of African American history and culture is essential. The Kitchen and Events Manager must be able to work respectfully with people of all races, nationalities, religions, ages, abilities, genders, and sexual orientations. The Kitchen and Events Manager reports to the Director of Operations.

Duties

- Manage remaining tasks related to obtaining all necessary permits and approvals for the May 1, 2024, opening of the kitchens and banquet hall.
- Review and revise Standard Operating Procedures as appropriate.
- Recommend additional equipment and supplies needed for optimal operations.
- Review financial and operational plans and develop strategies for implementing plans and achieving financial goals.
- Develop marketing, recruitment and retention strategies and plans.
- Submit budget proposals to the Director of Operations.
- Submit monthly operational reports to the Director of Operations.
- Attend Monthly Senior Staff Meeting.
- Supervise any staff or contractors working in the kitchens or hall.
- Acquire Food Corridor Kitchen Management software and develop necessary skills to utilize the software for bookings, billing, and payments.

- Orienting potential users.
- Monitor client usage for policy compliance.
- Regularly monitor facilities for:
 - safety
 - appropriate refrigeration temperatures
 - appropriate use of designated storage areas
 - waste management
 - Cleanliness and sanitation
 - equipment being in good working order
 - other issues related to maintaining good operations
- Perform other kitchen and banquet hall related duties as requested by the Director of Operations.

Experience

- At least three years of experience in managing commercial kitchen operation.
- Previous experience with managing an events space.
- Successful experience managing people is required.

Other requirements:

- Current ServeSafe Certification
- State and Federal Criminal Background Check
- Computer literate and able to use word, excel and other common software
- Good verbal and written communication skills

To Apply

Send a cover letter and resume by February 9, 2024, to:

Malik Yakini, Executive Director
Detroit Black Community Food Sovereignty Network
11000 W. McNichols, Suite 103, Detroit, MI 48221

or

myakini@dbcfsn.org

Detroit Black Community Food Sovereignty Network is a 501(c)3 tax-exempt organization whose mission is to build food sovereignty and food justice in Detroit's Black community. Learn more at www.dbcfsn.org