



## Position Description

### Farm Chef/Kitchen Manager

<b>TITLE:</b>	Farm Chef/Kitchen Manager
<b>REPORTS TO:</b>	Wright-Locke Farm Executive Director
<b>STATUS:</b>	Full Time with Flexibility
<b>SALARY RANGE:</b>	Competitive and commensurate with experience
<b>BENEFITS:</b>	Health Insurance (75%), Paid Time Off (vacation, sick leave, holidays)
<b>START DATE:</b>	Flexible--Preferred part-time through August 2021, full-time thereafter

**Wright-Locke Farm Mission:** The Wright-Locke Farm Conservancy (WLFC) seeks to build a broad community and model sustainable practices through active learning, organic agriculture, land stewardship, and an appreciation of our historic New England farm. We grow certified organic vegetables, fruits and flowers for local consumption, offer farm-based educational experiences for people of all ages through structured programs and informal learning, and open our doors for public and private events, providing a venue for recreation, leisure and gathering.

**Commercial Kitchen Opportunity:** The addition of our All Seasons Barn, including a prominently featured commercial kitchen, will provide a unique venue for small to large gatherings at the Farm. This fully heated and air conditioned event space and kitchen will enable a wide range of culinary activities supporting the farm's educational and event programming while demonstrating the close link between the vegetables we grow and the food we eat. With the expected easing of Covid-19 restrictions as 2021 progresses, the Farm hopes to be in a position to ramp up to a full schedule of culinary activities during the summer, fall and winter months.

**Position Overview:** WLFC is seeking a Farm Chef/Kitchen Manager, reporting directly to the Executive Director, with primary responsibility for all commercial kitchen related activities at the Farm. The Farm Chef/Kitchen Manager will arrange, plan and oversee all culinary activities including cooking classes for kids and adults, food preparation for existing farm activities, catering opportunities for small- to medium-sized public, private and corporate events, value-added production and food preservation from crops grown in our fields and create products to be sold through our retail channels. The Farm Chef/Kitchen Manager will collaborate with the Farm Manager, Education Director, Event Manager and Retail Manager. This outward facing position will have significant interaction with the public and this individual will represent the farm in all culinary activities.

#### Principal Responsibilities:

- The Farm Chef/Kitchen Manager will bear primary responsibility for all aspects of our commercial kitchen operation including promoting it as a new component of the Farm, scheduling its use, and preparing all culinary activities at the Farm as described below:
- Specific cooking duties include:
  - Promoting and running in-kitchen (and/or virtual) cooking classes for youth education and

- adult classes in coordination with the education staff.
  - Providing cooking instruction on an “as requested” basis for our existing education classes
  - Meal/snack preparation for small and medium events and other groups at the farm
  - Food preparation for our Farm to Go Retail food distribution program
  - Value-added product creations from fruit and vegetables grown on Farm
  - Overseeing/preparing frequent Farm Suppers and possible Community Supported Dinner Share (You’ve heard of CSA, how about CSDS?)
  - Creative initiatives to engage all farm participants in culinary activities and education
- Specific management duties include:
    - Planning and overseeing the kitchen schedule to meet the various needs of education, events, and food preparation activities to maximize kitchen use
    - Coordinating kitchen activities with the Education, Events, and Farm Retail departments
    - Developing budgets and overseeing expenditures to meet budget guidelines
    - Initial stocking of equipment and supplies and ordering supplies on an ongoing basis
    - Developing and overseeing cleaning schedules and protocols to insure that kitchen is properly maintained
    - Working with the Event Manager to arrange for and schedule the servicing logistics--cleanings, deliveries/pick-ups, entertainment, and appropriate staffing (servers and bartenders) for events as they occur on the farm
    - Maintaining the kitchen calendar to maximize revenue while meeting programing goals
    - Interfacing with Town Board of Health inspectors to insure compliance with relevant licensing requirements.
    - Goals will be set and services performed under the supervision of the Executive Director.

**Desired Skills and Abilities:**

- Demonstrated culinary skills in a wide range of food groups and food products
- Passionate about the Farm and its role in providing a link to good food and nutrition
- Willingness to learn about wild herbs and medicinals
- Strong communication and interpersonal skills with the public, potential renters, farm staff and board
- Ability to collaborate effectively with other staff and peers
- Good organizational skills and ability to handle multiple tasks and roles patiently and professionally, and adapt to changing situations
- Strong decision making skills to respond to risk management, emergencies, or difficult situations
- Must have a flexible schedule and the ability to work necessary evenings and weekends
- Must be able to lift 40 lbs, work in “the heat of the kitchen,” and stand for long periods of time
- Proficient with Google Drive Suite and/or MS Office Suite (Word, Excel)

**Education/Experience:**

- Prior cooking experience
- Working knowledge of kitchen management practices
- CPR/First Aid certified or willingness to obtain
- ServSafe Certification or willingness to obtain
- TIPs Bar Management certification or willingness to obtain

**Anti-Discrimination Statement:** Wright-Locke Farm is an equal opportunity organization and, as such, does not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), physical or mental ability, marital status, or sexual orientation.

**How to apply:** Position open until filled (ideally by July 1, 2021). Scheduling initial interviews through June 15, 2021. Please send a resume and cover letter with a statement of interest to Archie McIntyre, Executive Director: [amcintyre@wlfarm.org](mailto:amcintyre@wlfarm.org) . No phone calls please. Questions can be directed to Archie McIntyre via email and will be responded to within 3 business days.