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**Our Mission:** Our mission is to leverage the power of food to end hunger and build healthier communities.

**Our Vision:** We believe that the fight against hunger and the fight against poverty are one and the same. We envision a future in which food is recognized as a human right and every person is able to feed themselves and their families in dignity. Together, we work to create a more nourished, prosperous region.

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## Job Title: Senior Director, Foodlink Community Kitchen

**Reports to:** Chief Operations & Financial Officer

**Direct Reports:** Executive Chef, Director of Career Empowerment, Community Meals Distribution Manager, Child Nutrition Program Manager

**Status:** Exempt, Full-time

### BACKGROUND

The Foodlink Community Kitchen prepares and delivers thousands of meals and snacks daily to students in school, after-school and summer settings in the City of Rochester, which has one of the highest child poverty rates in the nation. Through collaborative partnerships, we help families access healthy, scratch-made meals for their children. An integral part of the Community Kitchen is the Foodlink Career Fellowship--Foodlink's one-of-a-kind culinary training program that prepares individuals for middle-skills careers with a living wage in the regional food industry, and increases the self-sufficiency, well-being and food security of our Fellows.

### JOB SUMMARY

The Senior Director of the Foodlink Community Kitchen is accountable for the centralized oversight and management of all programs and operations within the Community Kitchen, including meal production and distribution, catering, the Foodlink Career Fellowship and the Foodlink Community Café. The ideal candidate will have a proven track record of strategic planning, team management, financial oversight, operational improvements and system modernization, an ability to make data-driven decisions, and commitment to fostering a culture of accountability and consistency to assure our customer service starts from the inside out. The role requires a mission-oriented, business-minded and solution focused-thinker who works closely with senior leadership and all departments across the organization. The Foodlink Community Kitchen has been operating for twenty years and has been a key part of the food service landscape of Rochester, the ideal candidate will keep this front of mind and take the time to learn from the team what works well and what needs support before making changes.

### CORE COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- **Strategic mindset:** Demonstrates an analytical and structured thought process; able to identify systems and processes in need of adjustment, and to synthesize information in order to recommend a plan of action.
- **Mission-driven.** Reflects on the mission often, using it as the north-star for decision making. Proactively seeks information as it pertains to hunger relief and/or how Foodlink operates.
- **Financial management skills:** Ability to effectively manage a multi-million dollar program budget.
- **Agile, Solution-oriented approach.** Takes initiative and solves problems in a fast-paced, evolving environment. Can pivot between strategies and manage competing priorities.
- **Customer service.** Maintains a people-first mentality when serving a wide variety of customers, from community partners to direct service customers to vendors and volunteers.

- **Collaborative.** Creates meaningful relationships with colleagues, team members, partners, supporters and community members of diverse backgrounds. Collaborates and connects the dots across departments.
- **Compassionate.** Treats everyone with kindness, dignity and respect.

## QUALIFICATIONS

- 4 year college degree required; graduate degree such as an MBA or MPA preferred
- 7+ years experience in non-profit/ public sector/ food service management
- Ability to take an analytical approach to make data informed decisions
- Experience building and tracking annual departmental budgets, developing pro-formas or business plans
- Experience with Federal reimbursable meal programs (CACFP, SFSP, NSLP) a plus.
- Proficiency in Microsoft office suite is required
- Able to carry out oral and written instructions
- Able to communicate clearly and concisely written & verbally
- Must be detail oriented and organized
- Able to work in a team environment
- Friendly, customer-oriented personality
- Fluency in English required. Knowledge of Spanish helpful.

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## SALARY AND BENEFITS

This is a full time, exempt salaried position starting at \$85,000 annually, depending on experience. Foodlink covers 100% of individual health and dental insurance with the ability to acquire family coverage with pretax dollars. In addition to generous paid time off (PTO), we observe 14 paid holidays throughout the year. Opportunity to contribute to a 401k retirement savings plan upon hire. Eligible for generous employer match after 1 year of service.

**We are actively seeking a diverse pool of candidates for this position.** *Foodlink is an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.*

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**PHYSICAL DEMANDS :***The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. This position regularly requires the individual to lift objects weighing up to 50lbs.*

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all- inclusive. Employees will follow other instructions and perform other related duties as required.*

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