

Maine Organic Farmers and Gardeners Association Job Description

MOFGA Common Kitchen Manager and Food Liaison (last updated May 2024)

Title: MOFGA Common Kitchen Manager and Food Liaison

Summary: MOFGA is looking for an enthusiastic, detail oriented and hard-working individual to join our Common Ground Country Fair (CGCF) team. The Common Ground Country Fair Kitchen Manager and Food Liaison is responsible for reviewing and approving all Fair food vendor applications, soliciting food donations for the Common Kitchen, and managing the MOFGA kitchen.

The Kitchen Manager reports to the Common Ground Country Fair Director and will work closely and collaboratively with the Fair Manager, as well as, other Fair volunteers and coordinators, Committee and Board members, Fair Vendors and a broad range of other stakeholders.

Primary Responsibilities: To manage and maintain the Common Kitchen, food donations, and work with Fair Staff to coordinate food at the Common Ground Country Fair. All duties are performed with the highest safety standards and in keeping with MOFGA's Food Policy. **Below is a description of the position as it currently exists. We are open to considering alternative proposals from applicants in order to cover the needs of the 2024 Common Ground Fair such as a seasonal contract.**

Supervisor: CGCF Director

Work Week: 20 hours - Monday through Friday.

Additional Work Hours: Extended hours during September, events, and meetings.

Position: Hourly. The starting wage for this position is \$20 - \$25 per hour, dependent on experience. This position is considered non-exempt under the Federal Fair Labor Standards Act; the employee is eligible for pre-approved overtime for hours worked over 40 hours per week.

Required Abilities and Knowledge:

- understanding issues related to organic farming and gardening in Maine
- culinary and management experience
- ability to pass and maintain a ServSafe Food Protection Manager Certification
- knowledge of DHHS codes and standards
- ability to prioritize workload and manage multiple projects concurrently
- comfortable collaboration with staff, volunteers and public
- ability to train volunteers and support staff
- effective verbal and written communication skills
- strong customer service skills
- computer literacy including word processing, spreadsheet management, Google docs, and familiarity with the Mac platform
- ability to work with all food ingredients and types
- ability to lift 25lbs
- ability to work with cleaning products
- willingness to learn new systems
- willingness to work a flexible schedule



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- creative problem solving and ability to take initiative where appropriate

Primary Responsibilities:

Common Kitchen Management

- Report maintenance and supply needs to CGCF Director
- Maintain a current ServSafe Food Protection Manager Certification.
- Ensure all food handling in the Common Kitchen is according to ServSafe standards.
- Be onsite once a week to manage kitchen needs and keep up to date on tasks.
- Ensure the kitchen, pantry, and freezers are kept in good order and in keeping with DHHS codes.
- Organize and lead volunteer cook days.
- Work with Events Coordinator to schedule all cook days and organizational/cleaning days around MOFGA event & meeting needs.
- Schedule and oversee kitchen cleaning as directed by CGCF Director.
- Keep an updated, shared Google calendar of Kitchen usage.
- Be available by phone and email.

Year-Round Food Donations

- Maintain and establish relationships to encourage year-round and event donations.
- Coordinate delivery and pick-up of food donations.
- Maintain and stock the pantry, walk-in, and freezers with organic food.
- Receive food donations and keep an updated food inventory.
- Coordinate and lead workshops and workdays to preserve or cook food donations as needed.
- Maintain a master list of food donors and their donations.
- Work with staff and volunteers regarding ingredient needs for donation requests.

Common Ground Country Fair Food Liaison

- Report to the CGCF Director for assignments and expectations regarding guidelines, sourcing, and conduct.
- Take the lead and work with the Common Ground Country Fair Coordinator on all food paperwork.
- Coordinate the Food Ingredient Review with the Food Ingredient Review Group.
- Maintain confidentiality of food ingredients and sourcing.
- Take the lead on any crop failures working with vendors and the Food Review Group to find suitable alternatives.
- Be available by phone and email.
- Be responsible for commongroundfoodarea@mofga.org and its correspondence.
- Be the point of contact for all exhibitor areas with food.
- Work with Compost & Recycling Coordinators to help prepare vendors to be ready for the Fair's Compost & Recycling system.
- Work with Utilities Coordinator to ensure smooth operation.
- Be on-site to help with Food Vendor set-up and clean-up.
- Coordinate ice with the Fair Logistics Coordinator: order, tallies, and money
- Conduct receipt checks for all vendors in the Food areas and other areas as agreed upon with the Fair Director.
- Coordinate and facilitate the Food Vendor and Supplier Potluck.
- Other duties as needed
- Carrying out all of the responsibilities listed above in accordance with the mission statement, goals, and philosophy of the Maine Organic Farmers and Gardeners Association



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MOFGA's success is dependent upon the collaborative spirit among its staff members and volunteers. Employees are expected to be ready and willing to assist colleagues in all program areas when directed to do so by their supervisors. This includes having all staff work at the Common Ground Country Fair.

The Maine Organic Farmers and Gardeners Association is a broad-based community that educates about and advocates for organic agriculture, illuminating its interdependence with a healthy environment, local food production, and thriving communities. MOFGA is committed to creating an inclusive and sustainable workplace that reflects this mission. MOFGA is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation, or any other characteristic protected by federal, state, or local law. We strongly encourage BIPOC (Black, Indigenous, and People of Color) and LGBTQ+ individuals, as well as veterans to apply.

To Apply: please submit a cover letter and resume to Ryan Dennett, Farmer Programs Director, at rdennett@mofga.org. Applications will remain open until the position is filled and we will begin application review and interview scheduling by June 25, 2024.

