

Maine Organic Farmers and Gardeners Association Job Description

MOFGA Common Kitchen Manager and Food Liaison (last updated May 2025)

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 2025 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



Maine Organic Farmers and Gardeners Association Job Description

- be available by phone and email.
- 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.
- Ensure the kitchen, pantry, and freezers are kept in good order and in keeping with DHHS codes.
- Work with Community Engagement Coordinator to organize and lead volunteer cook days.
- Work with staff to schedule all cook days and organizational/cleaning days around MOFGA event & meeting needs.
- Schedule, oversee, and assist as needed, kitchen cleaning as directed by CGCF Director.
- Keep an updated, shared Google calendar of Kitchen usage.

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 ensure an updated food inventory.
- 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.
- Accomplish the Food Ingredient Review and work with the Food Ingredient Review Group as needed.
- 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 the point of contact for review and questions 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 for Fair set-up to ensure smooth operation.
- Be on-site to oversee Food Vendor set-up and clean-up.
- 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.
- Fair set-up occurs over the two weeks before the Fair. During set-up, extended hours will be needed with managing kitchen and office coverage. Days will start with 7:30 a.m./7:00 a.m. logistics morning meetings and wrap up at 5:30 p.m. Some flexibility in hours worked is possible and must be agreed upon with the Fair Director.
- During the Fair, be available by radio, attend 7:30 a.m. planning team morning meetings, conduct receipt check, check-in with Common Kitchen Coordinators, and address challenges with support from Fair team & MOFGA staff. Hours during the Fair are 7:00 am - 7:00/6:00 p.m (Sunday).
- Schedule, oversee, and assist as needed, kitchen wrap-up and cleaning, as directed by CGCF Director, during Fair clean-up, during the three days after the Fair and additional clean-up days in October. Hours 8:30 a.m. - 5:00 p.m.
- 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 transforming the food system by supporting farmers, empowering people to feed their communities, and advocating for an organic future. We envision a future where local organic farming nourishes all people, and sustains thriving ecosystems, healthy communities, and fair economies.

MOFGA is committed to creating an inclusive and sustainable workplace that reflects this mission. MOFGA is an equal opportunity employer and does not discriminate based on 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 April Boucher, Fair Director, at aprilb@mofga.org. Applications will remain open until the position is filled and we will begin application review and interview scheduling on July 7, 2025.

