

## **Central Iowa Shelter & Services Employment Opportunity**

**Position Title:** Director of Farm & Food

**Schedule:** Monday – Friday; evenings and weekends as needed

**Classification:** Full-Time, Exempt

**Office Location:** 1420 Mulberry Street, Des Moines, IA 50309

**Salary:** \$62,000 - \$75,000 per year | **Pay Level:** IV

**Reports to:** Vice President of Operations

**Travel Requirements:** Travel within the community as needed

### **Position Overview:**

The Director of Farm & Food will oversee all aspects of C.I.S.S.'s Community Kitchen, Mulberry Farms & Food, and Food Truck. This is a leadership role, working with a diverse staff and customer base. The Director is expected to monitor kitchen performance, crop yield and food service outreach in order to maintain high quality products and effective processes.

### **Duties and Responsibilities include:**

- Lead field operations and farm facilities
- Assist with hiring, training, and supervising staff and trainees to carry out day-to-day activities in the community kitchen, farm and food truck.
- Work with the Urban Farm Manager to oversee and participate in tillage, cultivation, including safe operation of farm equipment, irrigation, and greenhouse propagation
- Prepare plans and schedules for planting and harvesting and train staff on expectations
- Assist with supervision of planting, cultivating, harvesting, and financial activities
- Ensure all farm activities conform to health and safety requirements; manage health and safety policies and procedures.
- Complete annual reviews of health and safety policies and procedures.
- Provide menu planning assistance
- Train and monitor on food preparation and presentation
- Inspect food truck
- Ensure food truck staff members follow proper sanitation procedures
- Data collection and reporting for internal purposes and grant reporting.
- Lead the team to develop the Farm's charitable enterprise activities.
- Maintain required records including food production, inventory, income/expense, meal counts and personnel records
- Ensure safety standards are maintained while food is being cooked in both Food Truck and Community Kitchen
- Serve as a direct liaison between meal site providers and C.I.S.S., to identify problems, provide assistance and assist with compliance monitoring.
- Conduct site visits 3 times per year as specified in CACFP policies.
- Train and monitor providers as needed in CACFP functions and operations.

- Coordinate and conduct outreach to prospective participants in the CACFP. This includes working closely with county licensers, contacting newly licensed providers, scheduling appointments with providers, enrolling program participants, and establishing and maintaining a good working relationship with each provider so that their participation in the program will be efficient and effective.
- Respond to customer inquiries, suggestions, and complaints.
- Maintain equipment including refrigerator, stove, prep table, cookware, etc.
- Maintaining safety and food quality standards
- Attend conferences and events as needed
- All other duties as assigned

### **Qualifications:**

- A passion for sustainable food, farming practices, serving others, and community development
- Strong critical thinking, analytical and problem-solving skills
- Must have a valid, in-state driver's license
- Advance computer skills and proficiency in Microsoft Office
- Organized and detail-oriented
- Knowledge of emerging environmental and social trends related to urban agriculture
- Demonstrated ability to manage operating costs in accordance with budgets
- Communication and Interpersonal skills: develop and maintain effective relationships with others; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

### **Education and Experience:**

- Bachelor's degree in agriculture or restaurant management or related field
- 5 years' experience in restaurants or agriculture
- Knowledge of tools and equipment: including tool handling, such as: shovels, trowels, hoes, tampers, shears, pruning hooks, knives
- Experience maintaining safety and food quality standards
- Experience working in a team environment with proven leadership skills

### **Physical requirements and work environment:**

- Ability to lift 50lbs
- This position will include bending, kneeling, and manual labor for extended periods of time.
- This job will occasionally be exposed to high, precarious places, and/or risk of electrical shock; frequently exposed to moving mechanical parts and toxic or caustic chemicals; and regularly exposed to fumes or airborne particles and outside weather conditions. The noise level is often loud. Personal Protective Equipment (PPE) per applicable laws and regulations will be supplied.

**Benefits:**

Participation in company health insurance plans, long term disability, short term disability, life insurance, personnel time off and the opportunity to purchase dental and vision insurance

Annual Bonus: As a Director you will be eligible to receive a 5% annual bonus, contingent on goals being achieved, both personally and companywide.

*Central Iowa Shelter & Services is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.*

