



Copper Valley Development Association, Inc.

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Community Kitchen Manager- Part Time-Open Until Filled

Not to exceed 200 hours @ \$20.00/hour through June 30, 2011 (equivalent to 5 weeks of full-time work)

Location: Kenny Lake and Tazlina, Alaska. There will be no structured schedule except for planned meetings. The *Kitchen Manager* will work from home, at CVDA offices in Tazlina and the Kenny Lake Hall. A computer is available at CVDA offices in Tazlina. A flash drive will be provided for transferring files.

Copper Valley Development Association, Inc. (CVDA) is a non-profit organization committed to promoting sustainable economic development opportunities in the region.

CVDA seeks to employ someone with knowledge of the Copper Valley with skills and experience in kitchen management and use. A critical role of this position will be assessing facility needs and developing operating procedures and policies for the kitchen at the Kenny Lake Hall, which we are hoping will be open for community use to prepare meals and value-added products. A commercial range/oven(s), mixer and critical supplies will be also be purchased and installed.

CVDA is now seeking applicants for this part-time, one-year grant-funded position for this program, as part of the CVDA's Rural Business Enterprise Grant, a one-year project funded by USDA Rural Development.

The *Kitchen Manager* position is part of CVDA's part-time staff; no benefits can be provided. All paychecks must be direct-deposited into employee's account.

Key Responsibilities:

Coordinate with CVDA staff and RC&D Coordinator to:

1. Prepare *Inventory List* of Kenny Lake Community Kitchen equipment and supplies, organizing stock and equipment and making lists of needed supplies,
2. Work with Alaska DEC to ensure standards of hygiene are maintained and that the kitchen and users are compliant with relevant health and safety regulations;
3. Understand Alaska Department of Environmental Conservation food service regulations and be able to interpret and apply to community kitchen use,
4. Develop *Kitchen Use Guidelines and Policy* for public use of community kitchen facilities,

5. Develop *Facility Use Agreement* and *Other Necessary Forms*,
6. Oversee operations of kitchen at for at least three uses to test and evaluate effectiveness of policies and procedure and identify issues that arise,
7. Develop marketing and promotional materials to increase public use of facilities, i.e. brochures and newspaper articles,
8. Prepare *Final Report* to CVDA for USDA on lessons learned, recommendations for kitchen management and sustainable operations, an estimated budget for sustainable operation of facility, along with a list of any further needs.

Project Deliverables:

The *Kitchen Manager* will have prepared all documents referenced with italics above in Key Responsibilities. In addition, the *Kitchen Manager* must keep careful records for all their time and activities, preparing monthly reports and bi-weekly time sheets as directed by CVDA staff. The *Manager* will also be responsible to document any donated materials, in-kind or volunteer labor committed towards project goals. Authorized travel will be reimbursed at the current federal standards if documented for CVDA.

Qualifications:

- Experience managing or working with public kitchen and/or meal service program
- Ability to interpret, develop and document policy and procedures

Essentials:

- High School graduate
- Eligible for employment in the United States
- Valid Driver's License and ability to travel to and from Kenny Lake Hall
- Ability to participate in weekend and evening commitments

Desirables:

- Certified Food Service Protection Manager
- Knowledge of DEC Food Service regulations
- Knowledge of Copper Valley
- Ability to recruit and coordinate volunteers

Funding for this position is provided by the USDA Rural Development.

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USDA is an equal employment opportunity employer.

Complete job application and return to CVDA offices at Mile 111 Richardson Hwy or via electronic or fax transmission. Application and this job description can be found at www.coppervalley.org. Position open until filled.

Please be sure to include two references and their contact information on application

For administrative questions,

Contact CVDA Business Manager Barb Challoner, (907) 822-5001

For technical questions:

Contact USDA RC&D Coordinator, Arlene Rosenkrans @ (907) 822-5111