EMPLOYMENT OPPORTUNITY FOODWORKS FACILITY OPERATOR

(Community Development Department)

The City of Arcata is seeking a motivated self-starter to join the team operating its Foodworks Culinary Center. The Foodworks is a unique food manufacturing facility that offers access to a range of leasing options including commercial kitchens, warehousing, and dry and freezer storage that is fully scalable to the needs of the individual business. Currently, 27 businesses use the facility, and a large expansion project is nearing completion. Responsibilities for this part-time position include marketing, facility management, light maintenance, and lease and contract management. The ideal candidate will have experience in the food industry, a finger on the pulse of food manufacturing and/or catering industry. Experience in property management, business development, or another field may be transferable; we will train the right person. More important is a keen business sense, and a positive, proactive, solution-oriented approach.

- \$17.382/hr start up to \$23.228/hr
- 20 hours per week
- Immediate opening
- · Open until filled

<u>JOB DESCRIPTION:</u> This position is narrowly focused relative to the Community Development ("CD") Specialist I/II, on which the job description is based. Under supervision of the full-time CD Specialist, this part-time position assists in marketing, business development, facility management(including contractor oversight), lessor relations, routine maintenance, and other duties as assigned related to operating the Foodworks Culinary Center.

TYPICAL TASKS & DUTIES: Team members will conduct daily inspections of facility, including walk-throughs of rental kitchens, ensure maintenance contracts are fulfilled, inventory and organize facility, ensure food-safe practices, check-in/out hourly tenants, maintain positive tenant relationships, conduct light maintenance, work with other team members to market the facility and increase economic and job opportunities for area food businesses. May involve night and weekend on-call work.

MINIMUM EMPLOYMENT STANDARDS:

<u>Knowledge</u> – Business, marketing, or economic development;

<u>Abilities</u> – communicate and collaborate effectively, efficiently prioritize competing deadlines

<u>Education and Experience</u> – food safe certification (will train right person)

<u>Licenses or Other Qualifications</u> – Must have a valid Class C California Drivers' License in good standing.

Applications are available at the front counter of the Community Development Department located at:

736 F Street Arcata, Ca 95521

Or At:

http://www.cityofarcata.org/departments/personnel-hr/job-opportunities