

Title: Good Food Project Assistant Manager
FLSA: Non-Exempt
Hours: 36-40 Hours Per Week
Reports To: Good Food Project Manager

About 412 Food Rescue

412 Food Rescue's mission is to prevent perfectly viable food from entering the waste stream. 412 Food Rescue works to eliminate hunger and promote a healthy environment by rescuing surplus food about to go to waste and redirecting to nonprofits that serve those who are food insecure. 412 Food Rescue's approach is based on a social lab philosophy—our solutions are social, innovative and our goal for the data that we gather is that it helps lead us to a systemic solution to food waste. We are one of the fastest-growing food recovery organizations in the U.S.-- redirecting over 5 million pounds of food in three and a half years. Our technology creates the infrastructure designed to replicate and scale food recovery in urban regions.

In November 2016, 412 Food Rescue launched its app "Food Rescue Hero" to coordinate its volunteer driver network. This "Uber of Food Rescue" was covered in [NPR](#) in February--leading to over 200 inquiries from other cities on how they can bring the same model of food recovery in their region.

412 Food Rescue has been recognized nationally as a leader in food recovery. In December 2016, ReFed—the nation's premier think tank on food waste—featured 412 Food Rescue in its first "Innovator" profile and in January 2017, The Rodale Institute—the nation's leader in organics advocacy—featured 412 Food Rescue in its "100 Amazing Things" issue of Organic Life Magazine. 412 Food Rescue was also included in FoodTank's "117 Organizations to Watch in 2017" and "Top 59 organizations fighting food loss and waste." In 2017, 412 Food Rescue was also recognized by Coro Pittsburgh with the Organizational Leadership Award won Pittsburgh City Paper's Best of Pittsburgh - Best Nonprofit Award. In 2018, 412 Food Rescue won Pittsburgh Technology Council's "Startup of the Year" Award and Pittsburgh City Paper's "Pittsburgher of the Year" Award.

Ready to be inspired everyday? This is a unique opportunity to shape a social enterprise that merges technology and social good to tackle one of the most important issues in food policy today.

Good Food Assistant Manager Description

To increase organizational impact in food waste reduction, 412 Food Rescue opened a commercial kitchen in 2018 in the former Millvale Moose lodge. The Good Food Project works in collaboration with New Sun Rising and Sprezzetura Cafe, in the newly named Millvale Food and Energy Hub, to find new and creative ways to serve the community. The primary objective of this position is to assist with program implementation and daily operations of the kitchen in line with the program goals and mission of 412 Food Rescue.

Responsibilities

- Directly support GFP/412FR daily operations and responsibilities at MFEH
 - Develop and execute recipes with oversight from GFP Manager
 - Maintain exemplary standards of cleanliness and food storage
 - Utilize, review, and support in development of SOPs
 - Provide culinary and Kitchen Maintenance support to GFP Manager(s)
 - Support and Facilitate data collection to be applied to quarterly reviews and revisions with GFP Manager(s)
 - Act as redundancy for all GFP programs including coverage for volunteer positions as needed
- Maintain up to date knowledge of all applicable GFP programs and goals
- Act as support in the training, oversight, and scheduling of volunteers
 - Train volunteers on task specific SOPs
- Support coordination and facilitation of GFP community events
- Maintain positive and collaborative working relationship with New Sun Rising and Sprezzatrua

Qualifications

- A passion for 412 Food Rescue's mission of keeping food out of the waste stream and directly tackling food insecurity through innovative programs and thinking
- **High degree of comfort with ambiguity and fast-moving environment**
- **High ability to be proactive, agile and flexible**
- **High ability to both create and execute plans as well as be responsive to new opportunities that may arise**
- Strong understanding of Allegheny Co. Health Department permitting and experience writing/updating permits
- Must possess high emotional intelligence with an ability to precisely articulate needs to meet goals
- At least two years of professional kitchen experience and/or culinary training
- A passion for creativity, experimentation and enthusiasm for creating meals from rescued food
- Strong oral and written communication skills, including presentation and public speaking skills
- Highly organized with excellent time and space management skills
- Compassionate and adaptable in working with people of diverse socio-economic and ethnic backgrounds
- Ability to work alongside co-tenants and manage in the moment relationship needs with support of GFP Manager
- Experience with volunteer management, preferred
- Enthusiastic about troubleshooting and problem solving with the ability to be flexible and adaptable to unpredictable food donations

- Ability to manage multiple tasks and work in a fast-paced environment with unpredictable food donations
- Flexibility, creativity and capacity to work both independently and collaboratively
 - Independent work can include the oversight of volunteer groups as well as the ability to design meals, per donation, which uphold culinary standards
- Some computer skills; including POS troubleshooting, Google G Suite, database management, social media and electronic communication platforms

Job Requirements:

- High School or GED Required, College Degree Preferred
- Valid PA Drivers License
- Servsafe Manager Certification

Physical Demands:

- Must be able to climb, balance, stoop, kneel, crouch, crawl and walk.
- Must be comfortable standing up and moving around in a fast paced environment for the majority of the work day.
- Must be able to lift up to 100 lbs.