



Title: Good Food Project Manager

Department: Operations

Hours: Full-Time, **Salary:** \$55-57K

Position Summary

The **Good Food Project Manager** is a hands-on leadership role responsible for running one of 412 Food Rescue's most visible and community-facing programs. Based in Pittsburgh and embedded within the Operations Department's Initiatives team, this position oversees daily kitchen operations, manages food recovery and meal production logistics, and cultivates meaningful experiences for a rotating team of individual and corporate volunteers. The Project Manager ensures every shift runs smoothly and safely, delivering nutritious, high-quality meals made from rescued food while maintaining a warm, mission-aligned environment for all participants. The role reports directly to the Director of Distribution Initiatives, and is reported to by one Program Coordinator.

In addition to managing daily execution, the Good Food Project Manager plays a critical role in advancing 412 Food Rescue's broader food systems strategy. The role tracks data on production volume, food waste reduction, and volunteer engagement to inform internal decision-making and contribute to grant reporting, communications, and partner stewardship. This individual also collaborates regularly with teams across Advancement, Community Engagement, and Distribution Relationships, helping to elevate the visibility of the Good Food program and connect operational impact to organizational storytelling and resource development.

All essential duties must be performed in accordance with the Americans with Disabilities Act, with or without reasonable accommodation.

Objectives

- Oversee day-to-day production of healthy, high-quality meals using rescued food, with a focus on efficiency, safety, and volunteer engagement.
- Deliver consistent, positive experiences for individual and corporate volunteers, ensuring alignment with the organization's values and culture.
- Manage kitchen workflows, systems, and facilities to meet industry standards for cleanliness, safety, and sustainability.
- Track and report on kitchen outputs, food waste, and program impact to inform internal decision-making and external storytelling.

- Contribute to cross-departmental initiatives that amplify visibility and support for the Good Food Project.
- Represent the Initiatives team in internal meetings and support organization-wide campaigns and communications.

Success Metrics

- Volume and nutritional quality of meals prepared.
- Number of volunteer hours served and volunteer satisfaction.
- Accuracy and completeness of program data and reports.
- Adherence to kitchen safety standards and regulatory compliance.
- Successful coordination with donors, vendors, and internal teams.
- Contribution to digital content, stakeholder engagement, and visibility efforts.

Key Responsibilities

- Lead daily kitchen operations, supervising approximately five volunteers per shift in preparing and packaging meals.
- Ensure quality control, food safety, and facility cleanliness in accordance with industry best practices.
- Coordinate logistics of food donation intake, meal production, storage, and distribution.
- Serve as point of contact for individual and group volunteers; provide orientation, support, and feedback as needed.
- Collaborate with the Advancement and Community Engagement Manager to steward volunteers and amplify impact through communications.
- Track and maintain data on production outputs, food waste, and volunteer engagement; oversee reporting for the Initiatives team.
- Support organization-wide campaigns, volunteer events, and marketing efforts through coordination and content contribution.
- Participate in internal meetings and represent the Good Food Project in Operations and cross-departmental planning.
- Ensure proper use and upkeep of all equipment, tools, and ingredients.
- Develop and maintain positive relationships with food donors, vendors, and site partners.
- Perform other duties as assigned to support team goals and organizational priorities.

Preferred Qualifications

- Minimum two years of professional kitchen experience and/or culinary training.
- At least one year of food service management or leadership experience.
- ServSafe Manager certification (or willingness to obtain upon hire).
- Strong hospitality mindset with the ability to lead, motivate, and support volunteers and partners.
- Demonstrated ability to manage kitchen workflows, ensure food safety, and maintain a clean, organized environment.

- Comfort working in a fast-paced, dynamic setting with a mix of individual and group volunteers.
- Excellent organizational and communication skills, both written and verbal.
- Comfort with digital tools, including Google Workspace, spreadsheets, and communication platforms.
- Commitment to 412 Food Rescue's mission and values, including equity, inclusion, and community partnership.

Working Conditions

- Must be able to lift and carry up to 50 pounds.
- The work location is in-office and field or community-based settings, as determined by the supervisor and organizational needs.

Equal Employment Opportunity

412 Food Rescue is an equal opportunity employer. We welcome applicants from all backgrounds and make employment decisions based on merit. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, disability, national origin, veteran status, or other protected characteristics.

To Apply

Please send a cover letter and resume to Greg@412foodrescue.org.