

Kitchen & Culinary Education Manager

Organization: Mill Street Opportunity Alliance

Location: Mill Street Market, 424 E. Mill Street, Hastings, MI 49058

Compensation: Commensurate with experience

Status: Full-time, Exempt

Benefits: Benefits package, PTO, professional development opportunities

Position Summary

The Kitchen & Culinary Education Manager provides strategic leadership and operational oversight for all food-related initiatives at MSM, including the incubator kitchen, food entrepreneur rentals, culinary education, cafe integration, and childcare nutrition services.

This role leads the development of a cohesive, farm-to-table food system that supports local entrepreneurs, delivers high-quality nutrition, and connects community members of all ages to food and learning. The Manager works collaboratively with MSM leadership to ensure alignment across programs, financial sustainability, and strong community impact.

Core Responsibilities

Food System Leadership & Operations

- Oversee commercial and incubator kitchen operations, including compliance, systems, and workflow
- Manage kitchen rentals and support food entrepreneurs from startup through growth
- Ensure all food programming aligns with MSM's farm-to-table principles

Entrepreneurship & Culinary Education

- Develop programming that supports food business development, mentorship, and training
- Lead culinary education programs for youth and adults
- Build workforce development pathways in food and hospitality

Childcare Nutrition Integration

- Partner with the Childcare Director to deliver a high-quality, farm-to-table nutrition program
- Ensure meals meet licensing standards and support child development

Cross-Program Collaboration

- Partner with the Market & Cafe Manager on prepared foods, sourcing, and menu alignment
- Ensure consistency in quality, sourcing, and culinary vision across MSM

Financial & Grant Management

- Manage program budgets, revenue streams, and financial performance
- Lead grant identification, application, and reporting

Community Leadership

- Build partnerships with farmers, educators, and community organizations
- Represent MSM in food systems, health, and entrepreneurship spaces

Tech Environment

Food Corridor plus basic understanding of other systems used in other departments, Microsoft/Google, shared scheduling and communication tools, and basic marketing platforms.

**Willingness to cross-train in other departments, especially kitchen management.
All other duties as assigned**

Qualifications

- Minimum 3 years experience in culinary arts, food systems, and commercial kitchen leadership
- Experience with small business entrepreneurship preferred
- Experience with shared-use kitchens preferred
- Experience with grant writing and basic fundraising preferred
- Basic marketing knowledge (promotions, product placement, or social media coordination) preferred
- Knowledge of food safety and child nutrition standards
- Strong leadership, financial management, and program development skills
- Working knowledge of spreadsheets (Microsoft Excel or Google Sheets) for budgeting and reporting
- Ability to track, interpret, and act on sales and inventory data
- Ability to lift up to 50lbs, stand/walk for long periods
- CPR, First Aid, and AED certification (or ability to obtain)
- ServSafe Manager Certification (or ability to obtain)