



MDI Food Access Project Coordinator

Position Summary

FLSA Status: Non-Exempt

Job Status: 20-hours per week

Reports to: Open Table MDI's Executive Director

Positions Supervised: Food Access Intern and Volunteers

Overview and Background

Open Table MDI, College of the Atlantic's Beech Hill Farm, Bar Harbor Food Pantry, and Healthy Acadia's Downeast Gleaning Initiative are partnering to pilot the MDI Food Access Project to serve remote communities on Mount Desert Island. These organizations share the goal of providing access to nutritious food for people in our region who experience food insecurity. The project will coordinate food distribution—shelf-stable foods from Bar Harbor Food Pantry, communal pop-up or prepared packaged meals from Open Table MDI, and gleaned fresh produce from Beech Hill Farm and Healthy Acadia—to serve several communities on the island's "quiet side." These include Northeast Harbor, Southwest Harbor, Tremont, and Bass Harbor. Each organization serves these remote areas of MDI individually, and will collaborate through the MDI Food Access Project to expand the distribution of nutritious food to more households in need.

The MDI Food Access Project Coordinator will help plan and implement the MDI Food Access Project. This is a part-time (20 hours/week), one-year (52-week), grant-funded position, paying \$20/hour. The position is based in Bar Harbor, Maine.

Essential Duties and Responsibilities

Provide Leadership for the MDI Food Access Project

- In coordination with Open Table MDI leadership, manage food access project programming including:
 - Acting as the primary liaison between Open Table MDI, College of the Atlantic's Beech Hill Farm, Bar Harbor Food Pantry, and Healthy Acadia
 - Developing and documenting program processes, evaluating programs, and guiding program development
 - Supervising interns and/or volunteers working on food access project related programs and/or initiatives including managing workflow and monitoring progress towards deliverables
 - Monitoring expenditures for the food access project and assist in financial reporting for grant funding

Oversee Kitchen Operations for MDI Food Access Project Meals

- Ensure the smooth running of a commercial kitchen and maintain the quality of food and service including:

- Menu Planning and Food Cost: Advise the Executive Director as to the quantity of food needed and direct the planning of menus.
- Food Preparation: Prepare all planned meals, with the help of volunteers
- Food Delivery: With the help of interns and/or volunteers, travel to remote food delivery sites to serve the community.
- Quality Control, Safety and Sanitation: Supervise the serving of food at remote food sites by volunteers.
- Clean-Up: Take care of food supplies and leftovers at the conclusion of each delivery. Assist with a thorough clean-up of the delivery vehicle.
- Steward of the Organization: Treat all volunteers and guests with dignity and respect. Have a basic understanding of the mission of all of the collaborative organizations and be able to communicate that to guests.

Desired Qualifications

- Bachelor's degree in related field; or equivalent experience/knowledge related to commercial food preparation, kitchen management, and operation
- Strong interest in food systems work - agriculture, food access, public health, and policy issues
- 1-2 years of experience in a supervisory position, including experience managing diverse groups of people at a variety of skill levels
- Demonstrated ability to work with a wide variety of stakeholders and interests
- Initiative to investigate potential solutions and share what you have learned
- Strong interest in food access, agriculture, and policy issues, as well as experience with commercial preparation of meals
- Must possess a valid Maine driver's license with a good driving record

Desired Skills

- Ability to work independently and collaboratively to meet goals
- Ability to manage multiple projects simultaneously and, when needed, delegate tasks to staff and/or volunteers
- Strong organizational and time management skills
- Strong written and verbal skills
- Independence, flexibility, attention to detail
- Physical ability to complete cooking/meal-delivery related tasks (including lifting 50 lbs)

Applicants should submit a cover letter and résumés via [email](#).

Please put “MDI Food Access Project Coordinator” in the subject line.

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