



MDI Food Access Project Coordinator

Position Summary

FLSA Status: Exempt

Job Status: Full Time (40-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 and Share the Harvest, Bar Harbor Food Pantry, Island Connections, and Healthy Acadia's Downeast Gleaning Initiative have partnered to pilot the MDI Food Access Project to strengthen food access services on Mount Desert Island and the Outer Islands. These organizations share the goal of providing access to nutritious food for people in our region who experience food insecurity. The project coordinates the distribution of the weekly *Good Food Box*, which contains shelf-stable foods from Bar Harbor Food Pantry, packaged vegetarian meals from Open Table MDI, and gleaned fresh produce from Beech Hill Farm and Healthy Acadia. The project currently provides services to Southwest Harbor, Bass Harbor, Tremont, the Outer Islands, Northeast Harbor, Mount Desert, Bar Harbor, Trenton, and Sullivan. Each organization serves these remote areas of MDI individually, but comes together to collaborate through the MDI Food Access Project to expand the distribution of nutritious food to more households in need and work to reduce duplication of services.

The MDI Food Access Project Coordinator will help plan and implement the MDI Food Access Project. This is a full-time (40 hours/week), paying \$41,600 plus a monthly health insurance stipend. Meal preparation and food box assembly takes place in Bar Harbor, Maine and administrative work can be done remotely.

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, Island Connections, and Healthy Acadia
 - Communicating with each organization collectively and individually to maintain healthy partnership.
 - Developing and improving documenting program processes, evaluating programs, guiding program development, and implementing organizational processes.

- Acting as the primary contact for the MDI Food Access Project's Good Food Box participants, communicating frequently via phone, email, text, and face-to-face.
- 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 and program data, in order to assist in financial and demographic reporting for future 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, including:
 - Menu Planning and Food Budgeting: Advise the Executive Director as to the quantity of food needed, direct the planning of menus, and submit weekly produce orders via an online portal.
 - Food Preparation: Prepare all planned meals, with the help of volunteers and interns.
 - Food Packaging: Package all prepared meals to-go and portion/weigh out food items for boxes (produce, dry goods, etc.)
 - Food Box Preparation and Assembly: Coordinate with project partners and distributors to facilitate the ordering and delivery of food for the Good Food Box; oversee assembly of all these items into each week's box with the help of volunteers/interns.
 - Food Delivery: Ensure boxes for delivery are sent out in good order; travel to remote food delivery sites with remaining boxes with the help of volunteers/interns.
 - 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 clients.

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 driver's license with a good driving record

Desired Skills

- Ability to work independently and collaboratively to meet goals
- Strong understanding or experience planning and preparing vegetarian/vegan/gluten-free meals
- 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 project related tasks that frequently require lifting 50 lbs, standing for long periods of time, bending, squatting, hauling, etc.
- Ability to exercise creative thought to brainstorm project development and improvement.

Applicants should submit a cover letter and résumés to opentablemdi@gmail.com.

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

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