



Fraser Valley Artisans Food Hub Facility Manager

The Fraser Valley Artisans Food Hub is seeking a three-quarter-time Facility Manager for our brand new facility!

Located in the heart of Downtown Abbotsford, the Fraser Valley Artisans Food Hub aims to serve and benefit local food entrepreneurs, producers, and farmers leading to a more resilient, viable, and innovative food economy in the Fraser Valley.

Completed in Spring 2022, the Fraser Valley Artisans Food Hub is a shared use commercial kitchen and bakery, including a 6 burner gas range, combi-oven, 2 convection ovens, tilting skillet, salamander, flat top grill, deep fryer, conveniently placed fridges and coolers, spacious walk-in cooler and freezer, dehydrators, smoke house, outdoor space for gardens, hot and cold prep-lines, industrial dish pit, and a multipurpose area that boasts ten work stations that can be used as a test kitchen, or event space.

The Facility Manager will work closely with the Director of Sales and Grower Relations to create and implement systems to on-board new clients, and manage the day-to-day operations of the Food Hub. Ongoing, the role will include running the Food Hub in a safe, effective, and professional way; developing operating procedures and providing monitoring and oversight for the many activities at the Food Hub.

The Facility Manager will be an entrepreneurial, team player who is excited about supporting local food businesses, from conception to rollout. This role is part relationship/community building and part facilities management with operational oversight of the facility. You will have a hand in developing, creating and implementing systems to ensure the Food Hub is welcoming, operational, clean, safe and profitable.

The ideal candidate is an excellent communicator who enjoys working with their peers, is passionate about food, is detail-oriented, has a strong focus on building relationships in the community, and has a knowledge of the inner workings of a professional kitchen or processing centre.

Role and Responsibilities

Under the general supervision of the Food Hub Director and FVAFH Board, the Facility Manager will primarily work onsite at the Food Hub, ensuring that clients are thoroughly trained, oriented and utilizing the space properly. While implementing the systems and processes already developed, the Facility Manager will 'adapt-as-needed' the day-to-day operations, based on the specific needs of the various clients using the shared use kitchen at a particular time.

While regularly inspecting clients' work stations, prep, and storage spaces, the Facility Manager will note any deficiencies or failures to comply with the sanitation standards outlined by the FVAFH Board and Director. The Facility Manager will implement and oversee the vision and growth of the Food Hub, while their main responsibilities encompass oversight of safety and operations of the shared-use kitchen. This will include duties related to overseeing facility use and rentals including acquisition implementation, monitoring and repairing equipment, and reporting. As the main contact for the kitchen you will be responsible for recruitment, onboarding and training of new kitchen users.

Qualifications:

Education & Experience:

- Post secondary degree in food systems, business, or a related area
- Two years experience in kitchen or processing facility with a focus on business development
- Two years experience in team leadership and/or management, including hiring, training, performance reviews, and quarterly reporting
- A strong understanding and knowledge of the region, organizations, local government and other key actors related to regional food systems
- Experience in community engagement with a focus on promoting inclusivity and cultural safety
- Food Safe level 1

Skills & Abilities:

- Strong interpersonal skills and the ability to work as part of a collaborative team, while also being self-starting and resourceful while working independently
- Experience in project management is an asset
- Ability to multitask, while attending to specific details
- Ability to work well under pressure and deadlines
- Strong writing ability and fluency in English

Term of Employment:

3/4 Time: 25-35 hours a week

Pay scale for the position is \$25 – \$28 per hour based on skills and prior experience.

Position may start immediately

- Office space is provided at the Food Hub; being on site is important to managing the facility.
- Contractors salary is dependent on the experience and qualifications of the candidate and will be set according to the FVAFH pay scale.

As a multi faceted position training and upgrading skill sets might be required.

May be required to meet evenings or weekends.

Use of a vehicle or access to transportation is required – Valid BC Drivers License.

Criminal Record Check (may be working with youth under 18).

To Apply:

email your resume to piaritch@uniserve.com

Include a short (approx. 200 words) email/letter telling us why supporting local food businesses is important to you and how your skills and experience have prepared you for this position.

Applications will be accepted until the position is filled.