



## **Catapult Assistant Kitchen Director**

Updated October 2022

### **CATAPULT MISSION**

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Catapult's mission is to increase the viability of start-ups in central Florida through a collaborative workspace, education, and funding.

### **JOB SUMMARY**

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The Assistant Kitchen Director will be responsible for the day-to-day operations of the Catapult Kitchen Incubator. This is an entry level position.

These duties include, but are not limited to member recruitment, vetting, and onboarding of new members and kitchen operations and maintenance. The Assistant Kitchen Director will also support initiatives around kitchen-specific programming, events, and mentorship.

The Assistant Kitchen Director is responsible for the kitchen members' experience in onboarding and daily operation within the facility. This position reports to the Kitchen Director.

### **JOB ESSENTIALS**

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#### **Recruit, Vet, and Onboarding New Kitchen Members**

- Answer all inquiries related to the kitchen
- Host prospective members for tours of the kitchen incubator
- Review and process all applications for the kitchen
- Manage and develop lead pipeline in HubSpot
- Work with marketing interns to create and maintain marketing materials for interested members
- Host interviews and tastings with the Kitchen Director using the kitchen member scorecard
- Create paths to membership for denied applicants
- Continually refine onboarding process to integrate with overall Catapult systems
- Generate new leads through marketing initiatives
- Host kitchen member orientations and answer new member questions
- Maintain files on kitchen members with insurance, EIN, bank account, and food managers cert.
- Aid in the permitting process for kitchen members and host FDBPR and FDACS inspections
- Manage Bluetooth access for kitchen members

#### **Oversee Kitchen Operations and Maintenance**

- Work with contracted porter to ensure that the kitchen is clean
- Assign and manage kitchen member storage
- Recommend member fees and fines to the Kitchen Director
- Record incident reports for accidents and disciplinary issues with the Kitchen Director
- Review kitchen monthly membership bills for accuracy
- Ensure operation and management of all equipment, facility, utility, and general kitchen use
- Manage the scheduling system and calendars for the kitchen
- Manage relationships between service providers involved in the facility and facility maintenance
- Work with the Kitchen Director to project budget for kitchen related expenses
- Manage routine maintenance for the kitchen (grease trap, hood cleaning, etc.)
- Perform daily walk-throughs for cleanliness and code violations
- Update data for monthly dashboards and statistics regarding kitchen

#### **Contribute to Kitchen-Specific Programming and Strategic Planning**

- Work with marketing interns to promote kitchen programs
- Manage pop-up space including booking, billing, and marketing
- Maintain sales records for pop-up space

- Aid in recruiting kitchen members for programming initiatives
- Aid in kitchen programming as directed by the Kitchen Director
- Perform admin duties for kitchen member meetings
- Work with members to schedule member check-ins
- Aid in the development of a member portal
- Research various kitchen-specific resources for members to leverage
- Contribute to the strategic direction of the kitchen incubator
- Gather data for Catapult's board to use in their decision-making process

## REQUIRED QUALIFICATIONS

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- Bachelor's Degree
- At least 2 years of professional kitchen experience/training/catering
- At least 2 years of experience in program management
- Excellent computer skills and proficient in Microsoft Office
- Excellent communication skills both verbal and written
- A demonstrated commitment to high professional ethical standards and a diverse workplace
- Proficient in using technology as a management reporting tool and experience working with IT to develop and implement program evaluation systems
- Strong project management skills, managing complex, multifaceted projects resulting in measurable successes and program growth
- Experience having worked with a high-performance collaborative, constructive peer group
- Demonstrated results in managing through complex systems and proven experience in negotiating win-win agreements
- Excellent verbal and written communication skills with exceptional attention to detail
- Personal qualities of integrity, honest, initiative, and loyalty with a commitment to and passion for Catapult's Mission

## CORE COMPETENCIES

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- High comfort level working in a fast-paced, community environment
- Responsive and sympathetic to the needs of entrepreneurs
- Ability to move through tasks quickly and efficiently without the need for daily guidance
- Ability to look at situations from several points of view
- Excellent interpersonal skills and can work in a collaborative work style
- Ability to negotiate win-win agreements and manage conflict resolution
- Commitment to high professional ethical standards
- Self-starter and self-motivated
- Ability to manage multiple projects at once

## CATAPULT TEAM VALUES

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- **We lead from a place of serving.**
  - We put others first, helping them develop and perform at high levels.
- **We value integrity, passion, and grit.**
  - We believe honesty is the best policy, get more excited than the average bear, and are powerfully motivated by our long-term goals.
- **We believe that people are at the heart of everything we do.**
  - We love people, build relationships, and make connections with the goal of changing one life at a time.
- **We get it done.**
  - When there is a hard issue to tackle in our community, our community comes to us. We roll up our sleeves and get after it.
- **We have fun!**
  - We're a bunch of goofballs that love what we do and have fun doing it.

