



## Cooking Program Manager

Common Threads connects kids to healthy food in the garden, in the kitchen, and at the table. We want kids to grow up making food choices that are good for their bodies, their communities, and the environment. Founded in 2007 and based in Bellingham, Washington, Common Threads is a grassroots, 501(c)(3) non-profit organization that promotes a “seed to table” approach to food production, good nutrition, and environmental stewardship. Historically, most of our programs have taken place on public school grounds, during the school day. Common Threads also runs after-school gardening and cooking programs at schools and affordable housing complexes, and spring/summer camps. New in 2023, Common Threads will be launching a mobile food truck whose primary purpose is to provide free nourishing foods to hungry kids in the places and at the times where they need them most.

At Common Threads, we hold ourselves accountable (individually and organizationally) to a life-long learning journey toward dismantling systemic racism and building a more just and equitable world. We welcome candidates of all racial and gender identities, cultural and economic backgrounds, and of any sexual orientation to apply for employment and service opportunities. Applicants with lived experience of hunger and applicants with Spanish and/or Russian language skills are particularly welcome! Common Threads is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, veteran status, or marital status in employment or the provision of services.

### This opportunity might be a good fit for you if:

- You are entrepreneurial and imaginative
- You are an excellent listener, collaborator, and community builder
- You are passionate about connecting kids with healthy food from seed to table
- You have experience and training in the culinary field (both academic and commercial experience valued)
- You have a strong understanding of food safety and sanitation (ServSafe Certification a plus)
- You have experience with the planning, preparation and reporting requirements of USDA reimbursable meals (after school and summer meals in particular)
- You have skills and passion for developing culturally diverse recipes and menus
- You have the interests and knowledge necessary to prioritize local and seasonal food sourcing
- You are detail-oriented, organized, punctual, reliable: able to prioritize multiple tasks and meet deadlines
- You have strong written and spoken communication skills
- You are legacy/sustainability oriented, and have strong documentation and record-keeping skills
- You have strong computer skills
- You have the ability to work a flexible schedule based on community needs (most work is expected Mon-Fri but may include some weekends and evenings)
- You are creative, self-starting, candid, courageous, flexible and agile in the face of change, and are able to have fun while getting things done
- You speak Spanish, Russian or other languages represented in Whatcom County
- You demonstrate skills and commitment to building skills in racial equity competency

## What you'll be doing:

- Oversee Common Threads existing Food/Cooking education programs (in school classrooms, in afterschool programs and during the summer) in collaboration with Garden Program Manager and Education Program Manager. Specific duties will include:
  - Source ingredients (including those from school gardens and local farms)
  - Oversee recipe development and food preparation
  - Directly supervise, coach, and support AmeriCorps food educators and volunteers in delivering safe and delicious food and cooking education program
- Lead in the development of a new mobile food truck program whose primary purpose will be to bring free, nourishing meals to hungry low-income kids in Whatcom County (Secondary purposes will include developing food education and fundraising uses for the food truck as appropriate). Specific duties will be the same as above and will also include:
  - Develop the food truck schedule in collaboration with Common Threads leadership team and community partners
  - Act as the primary liaison with key partners including the owners of the commercial kitchen space, the health department, and USDA reimbursable meal programs
  - Fulfill all reporting requirements related to reimbursable meals and grants
  - Collaborate with Community Engagement Manager to share news of the food truck through press releases, social media posts, events, and other avenues
  - Ensure that the food truck consistently meets the highest standards of food safety and cleanliness
  - Proactively address vehicle maintenance and repair issues
- Participate as a collaborating member of Common Threads' leadership team

## The details

- Bellingham based: Common Threads embraces a culture of trust-based work time and location. The successful candidate can expect to work in person at Common Threads' Bellingham, WA office at least 1 day/week and provide on the ground support for the food truck (including commissary kitchen) as it travels throughout Whatcom County. This position is not a good fit for someone looking to work remotely
- Full Time (defined as 35+ hours/week), non-exempt
- 95% dental and medical premiums for employees (employees may add dependents at their own expense)
- 3% 401K retirement match
- Starting salary \$42-52 K depending on experience. Premium for fluency in Spanish and/or Russian
- Annual performance and cost of living increases
- Reports to and is supported by Common Threads' Executive Director

## To Apply

- Send resume, cover letter, and two references to Common Threads: [hr@commonthreadsfarm.org](mailto:hr@commonthreadsfarm.org) and fill out this [demographic survey](#) (optional)
- Applications accepted until the position is filled. Ideal start date no later than January 3, 2022

Please note: All employees are required to be fully vaccinated against COVID-19 or obtain a religious or medical exemption.