

**POSITION ANNOUNCEMENT:
CULINARY PROGRAM MANAGER
Salary Range: \$60,000- \$70,000**

Economic Incubators Inc., a non-profit that oversees Collier County's accelerators, is seeking applications for a Culinary Program Manager for our Florida Culinary Accelerator @ Immokalee. The culinary accelerator is a full-service, shared-use commercial kitchen and culinary business accelerator. The goal is to assist food entrepreneurs to become economically self-sufficient to develop and grow their businesses.

We're seeking a dynamic self-starter with a background and a passion for entrepreneurship to manage the daily administration of our culinary accelerator program. The program manager will oversee the facility and program and develop and deliver the services required to support its chefs and businesses. This position requires confidence and the ability to effectively promote the mission and communicate with a variety of people, including culinary accelerator members, the public, vendors, customers, culinary industry professionals, and government officials. The manager will be responsible for recruiting, marketing, invoicing, budgeting and fund-raising. This position reports directly to Dr. Marshall Goodman, President and CEO of the Naples Accelerator.

Duties and Responsibilities (including, but not limited to):

- Ensuring culinary accelerator membership agreements are executed
- Developing and controlling deadlines, budgets and activities
- Managing service contracts with outside vendors that can supply the accelerator
- Promoting the accelerator to maximize use and revenue by regularly meeting with prospective chefs to tour the accelerator and demonstrate its features and benefits
- Overseeing operations, including general kitchen use
- Training members on operations, safety and maintenance
- Enforcing sanitary food-handling methods, kitchen-use policies and procedures
- Working with outside groups and organizations to bring well-known local and nationally recognized chefs to the accelerator
- Educating consumers about locally grown produce
- Raising consumer and community consciousness about the culinary accelerator, Immokalee farmers and businesses through cooking classes and activities
- Identifying and recommending follow-up communications with businesses and community organizations that may benefit from accelerator opportunities

Job Requirements

- Bachelor of Science in Food Science, Culinary Arts or related field is required
- Must have a working familiarity with FDA food laws, USDA Food Safety Inspection Services regulations, HACCP, Florida and county food regulations
- Five years of professional kitchen experience/culinary training and management
- Strong computer skills, including Word, Excel, PowerPoint, database management; social media communication skills preferred, but not required
- Strong written and oral communication skills, including technical and public-speaking skills; bilingual Spanish skills preferred
- Ability to oversee food safety and quality policies, janitorial and accelerator staff
- Ability to plan, organize and supervise a large commercial kitchen and events

To Apply:

Send resume and cover letter to Marshall Goodman, President/CEO, at info@naplesaccelerator.com, with "Culinary Program Manager" in the subject line. No phone calls please.