

## New Job Opportunity at Vetri Community Partnership

**Position Title:** Mobile Teaching Kitchen Manager  
**Primary Location:** VCP Office, 211 N. 13th Street, Suite 303, Philadelphia PA 19107 and other program locations if applicable  
**Reports To:** Education Program Director  
**Supervises:** Two full-time Program Coordinators and one part-time Educator  
**Department:** Mobile Teaching Kitchen / Education Programs  
**Status:** Full-time/ nonexempt, eligible for benefits

### Position Summary:

Vetri Community Partnership (VCP) is a 501(c) 3 organization whose mission is to break the cycle of poor eating habits in low-income communities through fresh food, hands-on experiences and education. The organization currently facilitates culinary-education and nutrition-education programs in approximately 60 schools in Philadelphia and Camden, N.J. Our Mobile Teaching Kitchen(s) are modified food trucks carrying the equipment needed for pop-up cooking demonstrations and workshops at schools, community centers, farmers markets, grocery stores, and more. We invite children and their families to cook alongside our chef manager and learn basic cooking skills they can use to make healthy dishes on their own.

VCP seeks a Mobile Teaching Kitchen Manager who is a motivated, engaged, and flexible team member whose primary responsibilities will include fostering partner relationships, building and maintaining a growing Mobile Teaching Kitchen fleet, managing program budget, and supervising and scheduling a team of 2 full-time and 2 part-time staff.

### Specific Responsibilities will include:

- Regular internal and partner communications including weekly and monthly check-ins
- Overseeing seasonal programming and partnership calendar
- Overseeing monthly and annual program budget including staff time, equipment, supplies, etc.
- Contributing to the development of program recipes, talking points, and workshop curricula
- Create monthly staff schedule and monitoring staff time, requests off, and approving payroll
- Inspiring individual and team success by leading team trainings and supporting new learning opportunities
- Grant reporting and progress monitoring ensure programming commitments are met
- Contribute to annual strategic planning, goal setting, projections
- The ability to instruct, set up, and break down Mobile Teaching Kitchen visits if necessary
- Overseeing and monitoring progress of internal evaluation data, dashboards and process evaluation
- Continual improvement of program models and ensuring fidelity to the model
- MTK fleet management including maintenance, troubleshooting, insurance, and building new vehicles
- Represent Vetri Community Partnership in the community as an ambassador of our organization and programs
- Leading the hiring and training of team members
- Perform other duties as assigned

### **Education, Experience and Work Environment**

- Minimum Education: BA/BS degree or higher from an accredited college in food, nutrition, public health, education or related field.
- At least 2 years of non-profit related leadership experience or project management.
- Experience with school aged children a must. Related experience with an older adult community a plus.
- Related experience in a project management role.
- Expected regular travel within Philadelphia region with occasional irregular work hours including evenings and weekends.
- Confidence in the kitchen including knowledge of basic cooking techniques, ability to follow a recipe, and adequate knife skills
- Must occasionally lift and/or move up to 25 pounds.
- Experience with Microsoft Office suite.
- Valid Driver's License required

### **Vetri Community Partnership offers:**

- Competitive Salary
- Health Care
- Dental Plan
- 401 (k)
- Commuter Benefit
- Sick Days/Vacation

**Application Process:** Please submit cover letter, resume, and writing samples outlined below as a PDF or Word attachment to an email to [hr@vetricommunity.org](mailto:hr@vetricommunity.org). All e-mails must utilize the subject line "Last Name, First Name – Mobile Teaching Kitchen Manager" to be considered.

Writing samples must include the following:

1. Draft an e-mail to an existing partner site with the goal of setting up a meeting to discuss programming for the following year.
2. Our program team meets quarterly for professional development to discuss topics that are most relevant to us as a group. Draft a workshop agenda of at least 3 topics you'd consider to be a priority for a growing team of educators with a sample activity that coincides with one of the topics.

Vetri Community Partnership is an Equal Opportunity Employer. For more information visit [vetricommunity.org](http://vetricommunity.org).