

# **Lively NeighborFood Kitchen**

## **Kitchen/ Farm Food Manager**

### **Position Description**

Lively NeighborFood is looking to hire a kitchen manager who is passionate about local food, cooking seasonally and adding prepared takeout foods, especially breakfast and lunch into our Market. This person will also work with farmers to manage the food coming into the kitchen and the adjacent Market, as well as storing and processing the seasonal harvest for winter use.

Our kitchen supports the Lively NeighborFood Market, which is an every-day, year-round farmers market selling food from more than 20 local produce, fruit and meat farms. The kitchen is also rented to other food businesses approximately 20 hours winter/ 36 hours summer.

We have some menu ideas but are willing to work with a chef to allow their ideas to come forward. Prepared local food can be sold:

- Wrapped to be sold cold from a market refrigerator;
- From a hot-bar to be sold to-go in self-serve carry-out packaging;
- We also have limited opportunities for single-seating 'banquet' dinners, mostly in winter when our kitchen is not rented to outside vendors.

Seated table service is only allowed on days when the kitchen is not being used for commissary rental uses and is limited to 24 customers.

We would like to try to schedule at least one 'farm to table' dinner/ week in summer, and as many as three banquet meals/ week in winter. We look forward to a full-service local food cafe once we can demonstrate revenue to invest in an expanded septic system.

Other duties of this position include:

- Kitchen management and oversight of kitchen renters/ calendar scheduling;
- Kitchen licensing and inspections;
- Keeping kitchen clean and equipment in operating order;
- Ordering supplies for kitchen;
- Manage storage and stewardship of fresh fruits and vegetables, and lead in the preservation and use of those foods in the kitchen;
- Budgeting and pricing meals for kitchen food to break even and make money;
- If interested, also support Market Manager by working in NeighborFood Market.

#### Hours/ Rate of Pay:

\$18 - \$20/ hour, depending on experience

We expect kitchen cooking and management hours would start as part-time, but could be supplemented by working in the Market - which means full-time work is available. Hours will vary with the seasonal harvest and other opportunities.

Interested candidates can apply by email to: [Jim@livelyneighborfood.com](mailto:Jim@livelyneighborfood.com), with a resume, and a cover letter explaining your interest in this position.

The [Lively NeighborFood Market](#) opened August 2024 as a Farm Stop, following a model demonstrated by the [Argus Farm Stop](#) in Ann Arbor. The Market and Kitchen are located on a 19-acre property that hosts other family businesses, including [The Lively Farm](#) led by daughter Jane, and a new [Lively Acres Campground](#) which includes 40-sites being improved this year to accommodate RVs. The property also hosts an outdoor 'backyard' area that hosts three large music events each year, as well as outdoor seating and yard games.

#### Suggested Food Service Menu:

- Breakfast
  - Breakfast tacos/ burritos, overnight oats, baked goods
- Lunch menu
  - Sandwiches, wraps
  - Salads, grain bowls, soups
- Baked goods
  - Scones, muffins, cinnamon rolls, cookies

#### The NeighborFood Kitchen:

More than a dozen farms bring food directly to the Kitchen and the food is either:

- 1) brought into the NeighborFood Market for direct consignment sale;
- 2) processed into food for direct consumption in the commercial kitchen for the market grab & go; or cafe/ restaurant;
- 3) stored in a cooler / freezer for future consumption (retail market or cafe); or
- 4) processed directly (or from storage) into shelf stable products for retail sale under the NeighborFood label.

#### Our Current Market Customers by Type:

- Year-round loyal market shoppers from the Burdickville/ Empire/ Glen Arbor/ Lake Ann/ Maple City-Cedar are:
  - Glen Lake families
  - EBT shoppers
  - Commuters who work daily in TC
- Drive-by workers in the area for lunch
- Seasonal/ Occasional customers:
  - Second-home loyal local shoppers (seasonal)
  - Downstate regional visitors who heard about our market (from Argus, etc.)
  - Vacationers at Air BnBs or rental cottages
- Daily Tourist/ Visitors:
  - Campground guests
  - Daily drive-by National Park visitors
  - TC beach-goers looking to stock their cooler for the day or bring home dinner
- Traverse City/ Frankfort distant foodies
  - These shoppers arrive on-purpose, recommended by word-of-mouth and plan to shop at the Market for the quality local meat, fruit and produce