



Position Overview:

Kitchen & Events Specialist

The Detroit Black Community Food Sovereignty Network (DBCFSN) seeks a site coordinator for its Food Warriors Youth Development Program at Barack Obama Leadership Academy (formerly Timbuktu Academy of Science & Technology).

DBCFSN is a dynamic non-profit organization that works to build food sovereignty in Detroit's Black community. Widely considered a leader in the field, DBCFSN works in food policy, urban agriculture, youth development, public education, and food co-op development.

Position Overview:

We are seeking a dynamic and detail-oriented Kitchen & Events Specialist to join our team. The ideal candidate will be responsible for assisting with the set-up and teardown of events, managing event schedules, and providing excellent client follow-up to ensure customer satisfaction.

The Kitchen & Events Specialist is a part-time, at-will employee. The Kitchen & Events Specialist will be paid \$20.00 per hour with benefits and will work 30 hours per week.

Responsibilities

- Assist with the setup and teardown of event spaces and kitchens, including arranging furniture, decorations, dishes, and equipment according to client specifications.
- Manage event schedules and ensure all details are accurately communicated to staff and clients.

- Act as a point of contact for clients before, during, and after events, addressing any questions or concerns promptly and professionally.
- Conduct walkthroughs with the Kitchen & Events Manager and clients before events to confirm set-up details and meet client expectations.
- Provide excellent customer service by promptly responding to client inquiries and following up after events to gather feedback and address any issues
- Collaborate with the events team to brainstorm creative ideas and solutions to enhance the client experience and exceed expectations.
- Maintain cleanliness and organization of kitchen & event spaces before, during, and after events.

Qualifications

- Previous experience in event setup, teardown, and coordination preferred.
- Excellent organizational skills with the ability to multitask and prioritize in a fast-paced environment.
- Strong attention to detail and ability to execute event setups according to client specifications.
- Effective communication skills, both verbal and written, with the ability to interact professionally with clients and colleagues.
- Positive attitude and willingness to go above and beyond to ensure client satisfaction.
- Ability to work evenings, weekends, and holidays as needed based on event schedules.
- Proficiency in Microsoft Office Suite and Google Drive.
- Social Media Proficiency is a plus.

How to apply:

Benefits:

- Medical & Dental benefits

- Opportunity for growth and advancement within the company.
- Access to training and development programs to enhance skills and knowledge.
- Positive and collaborative work environment with a supportive team.

If you are passionate about creating exceptional event experiences and possess the skills and qualifications outlined above, we encourage you to apply for the Kitchen & Events Specialist position at DBCFSN.

To Apply:

Please submit your resume and cover letter detailing your relevant experience and why you would be an excellent fit for our team to:

Gi'Anna Cheairs, CFO
gcheairs@dbcfsbn.org

We look forward to hearing from you!

Detroit Black Community Food Sovereignty Network is a 501(c)3 tax-exempt organization whose mission is to build food sovereignty and food justice in Detroit's Black community. Learn more at www.dbcfsn.org