



COMMUNITY GROUNDWORKS POSITION DESCRIPTION

Title: Troy Farm Pizza Coordinator

Reports To: Farm Director

General Statement of Duties and Responsibilities

The Troy Farm Pizza Coordinator is responsible for all activities related to planning, ingredient preparation, pizza preparation, cooking, and sales for farm fresh pizza nights at Troy Farm.

Specific Duties and Responsibilities

- Coordinating ingredient ordering, processing, and preservation prior to farm to pizza nights.
- Coordinating setup and cleanup on farm to pizza nights.
- Securing donated and purchased supplies and equipment.
- Coordinating volunteers, interns, and worker share staff by organizing and assigning tasks for on-site pizza night staffing.
- Preparing and cooking pizzas on pizza nights.
- Coordinate marketing with administrative and Troy Farm staff.
- Maintaining accurate records and accounting.
- Obtaining necessary permits and complying with health code specifications.
- Carrying forward vision of pizza business that adds value to Troy Farm CSA efforts, aligns with CGW mission and general food ethos.

Required Knowledge, Skills & Abilities

- Experience with recipe and product development in production setting.
- Experience working in commercial kitchen in production setting.
- Ability to demonstrate a familiarity working with and transforming seasonal produce into value added products a plus.
- High attention to detail.
- Excellent communication skills and ability to work well with others.
- Ability to work in fast paced outdoors environment in a variety of weather conditions.
- Experience operating a wood-fired oven a plus, or strong desire to learn.
- The incumbent must own or have access to reliable automobile transportation and provide a copy of a valid driver's license.

Time Commitment

- Farm fresh pizza nights will be scheduled on 15 consecutive Thursdays from June 14th – September 20th
- This position is for a total of up to 400 hours that includes 15 events as well as any training and preparation required prior to the first event.
- Approximately 20 hours per week of event, which breaks down to:
 - Approximately 5 hours on Wednesdays (day prior to event) includes: ingredient preparation in afternoon at FEED kitchens.
 - Approximately 10 hours on Thursdays (day of event) includes: remaining

preparation work, set-up, oven management, coordination of event, and clean-up.

- Remaining hours are flexible and will be spent planning, shopping, and coordinating all aspects of event prior to the event.

Compensation

- Up to a total of 400 hours per season @ \$15/hr.

Position Classification:

- This position is seasonal part-time LTE, hourly.