



Facility & Operations Manager

ABOUT HOT BREAD KITCHEN

Hot Bread Kitchen creates economic opportunities for immigrant women and women of color through job skills training, food entrepreneurship programs, and an ecosystem of support in New York City. With over a decade of successful programming under our belt, Hot Bread Kitchen has set a three-year strategic vision to scale our organization once again, this time as New York City navigates through the uncertainties of the pandemic and plans for economic recovery.

THE OPPORTUNITY

Join our growing organization and manage a dynamic facility that is part-culinary training center, part-office and part-event space. As Facility & Operations manager, you will support the entire team and our program members to achieve our programmatic and operational goals in our beautiful new space in the Chelsea Market. You will also support the team to “pop up” our programming in outposts around the city, allowing us to meet our members where they live and provide exceptional programs and services, while growing our membership and our impact tenfold.

GENERAL RESPONSIBILITIES:

- Provide a clean, safe and welcoming facility to all members of the HBK community, including staff, program participants, donors, board members and others, whether that facility is our own or an outpost
- Manage all maintenance related to facilities, including sourcing vendors, scheduling and overseeing repairs and processing invoices
- Maintain excellent and effective relationships with our building management companies
- Provide stellar customer service to all facility users
- Support team in designing and delivering seamless events in our Chelsea Market facility
- Supervise porter(s) to complete their work and meet goals
- Manage technology needs/issues across the organization, including personal computers, AV systems and other needs

KEY QUALIFICATIONS

- Believe in the core values of Hot Bread Kitchen and be driven by the mission
- Deep commitment to diversity, equity, inclusion and allyship principles
- Proven experience in facilities management
- Clear and effective communicator (written and verbal) with exceptional interpersonal skills
- Enjoy working in a high-paced, high-growth environment with strong organizational and collaborative skills
- Proven experience in supervising facilities staff (porters)
- Strong computer skills including the ability to learn new software as necessary. Ability to fully utilize email, electronic calendars, Microsoft Word, Microsoft Excel and Slack
- Ability to lift and carry objects weighing 50 pounds
- Willingness to work a flexible schedule, including evenings and weekends



Location

We offer a flexible and hybrid working environment. This position requires regular in-person attendance at our facility in Chelsea Market and at future outpost locations around the city. We follow New York City and State guidelines on COVID-19 vaccination and masking.

Compensation: This is a full-time position. The salary range begins at \$70,000 and commensurate with experience.

Hot Bread Kitchen's comprehensive benefits package includes:

- Health, vision, and dental insurance (available from day one!)
- Employer-sponsored 401K
- Paid Federal holidays including Juneteenth and MLK Day plus flexible vacation time
- Paid parental leave
- Paid sabbatical program
- Commuter Benefits
- Our organizational culture is entrepreneurial, flexible, and civically-minded (learn more about our culture on [hotbreadkitchen.org/careers!](https://hotbreadkitchen.org/careers/))

Hot Bread Kitchen is an Equal Opportunity Employer and does not discriminate against applicants based on race, religion, color, disability, medical condition, legally protected genetic information, national origin, gender, sexual orientation, marital status, gender identity or expression, sex (including pregnancy, childbirth or related medical conditions), age, veteran status or other legally protected characteristics. Any applicant with a mental or physical disability who requires an accommodation during the application process should contact hr@hotbreadkitchen.org to request such an accommodation.