



## Kitchen @ the Market Assistant (Broadway Market) Job Description

**Position Title:** Kitchen @ the Market Assistant

**FLSA Status:** Part-Time (20-25 hours/week), Non-Exempt

**Department Name:** Community Development

**Supervisor's Title:** West Side Bazaar Manager

**Pay:** \$15/hour

**Benefits:** Once eligible, 3% match for Individual Retirement Account

**Location:** Buffalo, NY

**Organization Mission:** WEDI empowers economically disadvantaged people in Buffalo, NY.

**Websites:** [www.wedibuffalo.org](http://www.wedibuffalo.org), [www.westsidebazaar.com](http://www.westsidebazaar.com)

### Program Overview:

The West Side Bazaar is a non-for-profit business incubator and international marketplace on Buffalo's West Side, run by WEDI. Through the West Side Bazaar Manager, WEDI will also manage participation in the Kitchen @ the Market, a new, 850-square-foot commercial kitchen space available for food production inside the Broadway Market, 999 Broadway, Buffalo, NY 14212.

### Primary Purpose and Function

The Kitchen @ the Market Assistant is primarily responsible for assisting management with the operations of the Kitchen @ the Market, including vendor recruitment, scheduling, and assistance, janitorial work, inventory, and assisting with community events on Saturdays.

### Essential Functions and Responsibilities

- Assist with recruiting and enrolling new businesses to use the Kitchen @ the Market
- Assist with updating and maintaining all paperwork and invoices
- Assist with implementing marketing and recruitment plan
- Collect and reports all data needed on usage, demographics, etc.
- Attend and help host all Saturday events with Friends of the Broadway Market
- Assist management with ordering supplies, picking up orders, and organizing inventory
- Other duties as assigned

### Required Qualifications

- Good customer service skills
- Basic fluency in speaking and reading English
- Basic knowledge of kitchen standards/operations
- Ability to follow directions
- Ability to take initiative and use time wisely
- Ability to work with individuals from a variety of diverse cultural backgrounds

### Preferred Qualifications

- Work experience in a restaurant, hotel, or hospitality setting
- Knowledge of, and connection to, the communities surrounding the Broadway Market
- Ability to communicate clearly and professionally over the phone in English
- Ability to organize things and maintain a clean and orderly environment

Please send resume or work history to [jobs@wedibuffalo.org](mailto:jobs@wedibuffalo.org).