

Job description Center Director

The Center Director will report directly to Mi Kitchen es su Kitchen on a daily basis if needed. They will work together on all the operations and concepts needed to grow the incubator to its potential. Together they will report to the QEDC board and executive director.

Operations
Marketing
Business advice council
Administrative
Financial

Operations

Overseeing the facility, including maintenance of equipment, maintenance and repairs on the facility and the cleaning/upkeep of the offices, kitchen, classrooms.
Will be involved from the very beginning on the purchase of any equipment required
photocopier, computer for office, wireless, façade signage, vending machines

Marketing

Will be onsite to give tours to prospective clients for offices, kitchen, classrooms. Will be involved in responding to inquiries made to the facility directly
Maintenance of the website
Any brochures about the facility
Liaison with the Food Museum to arrange the quarterly exhibits and opening night event
Events for the clients to interact with each other, creating symbiotic relationships
Oversee the eventual "externship" program which will benefit the clients

Business Advice Council

Advice and recommendations for other consultants, entrepreneurial agencies
Overseeing the creation on the Consortium of Consultants' contracts and brochure.
Creating relationships with the existing clients to help them grow their businesses

Administrative

Oversee the schedules for the Client Services Assistants (FKA Kitchen Assistants) to cover the security of the kitchen. The CSA's would also be responsible for light repairs and all the cleaning.
Over see the schedule for the Front office receptionist maintaining front desk coverage/security from 8am t 9pm daily.
Liaison with Mi Kitchen regarding the schedules of the entire Kitchen, the Office and the Classroom Clients.

Financial

Create and distribute the monthly invoices for all the clients of the facility.
Review all invoices for payment of supplies and maintenance repairs.
Liaison with QEDC for the deposit of all the rental checks.
Liaison with QEDC regarding all the payment of purchase invoices.
Maintain the records of the clients, contracts, insurance, licenses, etc.
Generate a yearly recap of financial revenue generated by the facility on a month by month basis.
Liaison with QEDC Accountant for year end tax reports
Create and maintain a yearly budget for the facility in conjunction with Mi kitchen