



## **COOKING CLASS COORDINATOR JOB DESCRIPTION**

### **About EATS Park City**

Founded in 2013, EATS (Eat Awesome Things at School) Park City's mission is to ensure every student has access to fresh, nutritious, appealing food and opportunities to develop lifelong positive and healthy food habits. We work with the school district and our community to improve the school food program using education as the foundation for change. We are funded through individuals, foundations, and corporate sponsorship.

### **About the Positions**

EATS Park City is seeking two part-time Cooking Class Coordinators in Park City, Utah.

EATS Cooking Class Coordinators will be responsible for running and further developing the Cooking Class for Better Health program in the Park City School District. Reporting to the Program Manager, the Cooking Class Coordinators will contribute to the operational success of EATS Park City by assisting with development of the cooking class program, delivery, quality control and evaluation. In these roles, the Cooking Class Coordinators will play a key role as an external face of EATS Park City in the nonprofit and local community.

### **Responsibilities**

The Cooking Class Coordinators will work with the Park City School District to implement effective hands-on courses and programs teaching nutrition education that healthy eating and cooking can be delicious, enjoyable and available to all students. Each Cooking Class Coordinator will successfully implement two schools' monthly Cooking Classes for Better Health in the after school programs. (Program dates are flexible, as necessary.)

Cooking classes have been conducted at McPolin Elementary in the After School Program for three years and at Parley's Park Elementary for one semester. After School Program staff (District employees and Holy Cross Ministries employees), students and cafeteria workers are all familiar with this program. The goal of these Cooking Classes is to introduce kids to foods they may not be familiar with, teach them how to cook a new recipe with the monthly Taste Test ingredient, and have them try a healthy food that may become a new part of their diet. A year-end summary is required.

The Cooking Class Coordinators responsibilities and duties may include, but are not limited to:

***Program Coordination:***

- Work with chefs, nutrition educators, teachers and agency/site managers to implement courses and EATS core curriculum and school district requirements.
- Work with volunteers to develop objective performance measurements across all sites, to ensure consistent, high-quality evaluation and goal setting for all stakeholders.
- Complete all preparations for class including, but not limited to, assembling and transporting equipment, materials, and groceries, and preparing volunteer staff.
- Complete program evaluation and other program reporting documentation as necessary.
- Participate in actively seeking out, working with, and maintaining positive relationships with agencies assisting the EATS programs with education, demonstrations, and donations of supplies.
- Assist with the development of EATS outreach materials and handouts for programs audience, as needed.

***Volunteer Management and Training:***

- Instill a sense of accountability among team members by modeling tight oversight of individual and organization performance standards.
- Develop and implement a system to evaluate the skill, experience, and professional development needs of volunteers.
- Assist in cultivating existing relationships with vendors with the goal of ensuring sufficient space and resources, and access to services.
- Provide volunteer instructors with training and materials needed to teach courses and make sure they follow procedures and course guidelines.
- Support and manage volunteer instructors during class to make sure they have all required materials and communicate key messages.
- Implement a professional development program to address employee/volunteer experience and skill gaps.
- Provide timely and consistent communications with volunteers.
- Identify and participate in opportunities to recruit volunteers. Build relationships with chefs, dietitians, nutritionists and other potential volunteers to maintain enough trained instructors to reach course goals.
- Provide recognition of volunteers.
- Help with special events such as volunteer appreciation/recognition events.

### ***Administration/Miscellaneous:***

- Work with Program Manager to set personal goals and follow the work plan created for the position.
- Ensure all necessary course reporting is in order in network resource center.
- Complete additional reporting and communications contributions as required, which may include blog posts, newsletters, photographs, and volunteer and participant story gathering.
- Submit time-sheets in accordance with EATS requirements.
- Participate in trainings, as requested.
- Maintain a high level of working knowledge related to school meals, hunger, nutrition standards, regulations, and trends.
- Collaborate with other organizations as necessary, to ensure high quality service to individuals within our network of agencies.
- Excellent verbal and written communication skills with exceptional attention to detail.

### ***Job details:***

Setting the dates for cooking classes: In the beginning of the school year, determine class dates with the after school program administrator and directors. Finding a consistent rotation is preferable (second Tuesday of each month). Also, with multiple classes, it is preferable to have the classes within a day or two of each other due to ease of moving equipment and keeping ingredients fresh.

Finding your guest chef: Work with the EATS Program Manager to find your guest chef for the month. Determining your guest chef can be influenced by sponsors and businesses who have supported EATS in the past. The EATS Program Manager or Board members will generally make the first contact with the company/chef. It is preferable that this chef be available for two schools.

Recipes: Once the guest chef has been determined, work together to determine an appropriate recipe for the month. Giving the recipe guidelines to the chef and allowing them to come-up with a first draft of the month's recipe has worked well.

### **RECIPE GUIDELINES:**

- Recipes need to be free of all nuts. Other food allergies as determined between the coordinator and after-school program administrators and directors need to be adhered to.

- Each month the EATS taste test special ingredient should be a main part of the recipe.
- Each recipe needs to be as healthy as possible. Clean, fresh ingredients need to be the focus.
- Equipment is limited by both style and quantity. Recipes need to follow the EATS inventory. In some cases, additional equipment can be purchased if approved by the Program Manager.
- Recipes should be as hands on as possible. The more the students can chop, zest, peel, stir, measure, etc. the better!
- Rotations are limited to about 40 minutes. To account for handwashing, class discussions, and organization, recipes that take about 20-25 minutes have worked best.
- When possible, prepare enough for children to take a small portion home to their families.

**Safety and Hygiene:** Taking safety and hygiene very seriously is important. This position requires a current food handler's permit and Park City School District background check. During the first cooking class you can hand out and cover safety tips with the children. Also, in the beginning of each class, safety and hygiene should be noted again. Good hand-washing and keeping food clean is a must. Remind the children frequently.

**Printed Materials:** At the first cooking class a handout on safety and hygiene should be provided and discussed in detail. For each cooking class, a laminated recipe should be provided. This recipe sheet may also include EATS and sponsor logos, "fun facts" on the special ingredient, and pictures. All handouts, recipes, etc should be provided in both English and Spanish (double sided handouts work well for this).

**Volunteers:** This position requires coordinating volunteers for each cooking class. Some chefs may bring their own staff for volunteers. EATS has a Sign-up Genius account which can be used to collect your volunteer staff. This should be sent out at least 3-4 weeks prior to each class with details on the class chef and recipe. Currently volunteers are NOT allowed to bring their own children. Volunteers do NOT need a food handler's permit. EATS also likes to utilize high school aged volunteers through the LIA (Latinos In Action). They can be contacted and volunteers arranged through the LIA website.

**Class Details:** Our classes start once the students have had their after-school snack and been separated into their grade groups by the after-school directors and teachers. The students in the first rotation need to wash hands thoroughly, then put on an apron

and wait for their classmates to do the same. Next, welcome the class, briefly cover safety and hygiene, introduce the special ingredient, chef and volunteers. The students can separate into groups (typically 3-5 students per group) then move to their cooking station led by an adult volunteer. The guest chef can float the room giving tips and having fun with the students. Ensure that the recipe is wrapping up and enough time is allotted for students to clean up before the rotation time ends. If possible, send a small portion of the recipe home with the students along with their recipe. Between rotations, clean equipment and cooking stations, distribute ingredients if needed and prepare for the next group of students.

Data collection: This position requires some data collection. Please work with the Program Manager for details, and plan to track the following information:

- Number of students who participate in each class
- Amount of money spent on each class including ingredients and equipment.
- Baseline and End of Year Survey

### **Other**

- Email follow up after classes with EATS board, school administration, after-school administrators and directors, your guest chef and volunteers.
- Email the recipe to the EATS website manager.

### ***Preparing for each class***

#### 1 month prior to class

- Confirm the guest chef
- Work with guest chef on upcoming recipe to include the special ingredient of the month
- Ensure dates for volunteers are set on Sign-up Genius

#### 2 weeks prior to class

- Confirm recipe: ensure recipe follows guidelines especially for food intolerances and allergies; ensure that the recipe will be able to fit within time limits for class, and that the necessary cooking equipment is available.
- Confirm who will source and provide ingredients.
- Determine appropriate “fun facts”/monthly class questions for students to answer.
- Send recipe, fun facts, and class questions for translation.

### 1 week prior to class

- Once translation is received, format the recipe, “fun facts” and questions for print.
- Send print jobs to be completed.
- Pick up and collate recipes for student recipe collection.
- Send email to school administrators, after school program and others as necessary.
- Send class details to volunteers and ask for volunteer conformation on attendance.

### 1-2 days prior to class

- Pick up necessary ingredients (make sure to follow up with taste test coordinator for leftover ingredients if possible).
- Pick up necessary class equipment, aprons and rags/dish towels.

### Day of class

- Arrive in time to set up tables, equipment and distribute ingredients as needed. (Usually 1.5 hours ahead of cooking time)
- Plan for the chef to arrive at least 30 min before class.
- Volunteers should arrive 30-60 minutes before class depending on the amount of set-up needed. Always ensure that volunteers know they need to stay for clean-up. Provide volunteers a handout with safety and hygiene guidelines as well as “fun facts”/talking points to discuss with the children as they cook.
- In a typical class, the children will first listen to a brief introduction of our special ingredient, talk about safety and hygiene, and be introduced to the guest chef. The children will then split into 3-5 groups, each led by an adult volunteer, and proceed with the recipe. The guest chef can then float the room giving fun tips and encouragement to the children as they cook.
- Ensure class rotation times with afterschool program.
- Stick within rotation times, finish on time.

### Following Class

- Wash and dry all equipment.
- Return equipment to storage.
- Wash and fold all aprons, rags, and dish towels.
- Store non-perishable food items as suitable.
- Send a follow up email to all involved (chef, volunteers, school administrators and directors, and EATS board members, PCSD).

## Training

Coordinators and volunteer members are part of local organization and take part in all associated training and activities. New EATS members will receive orientation training from staff leading each program. Members will be part of a peer network volunteers, community members and be a part of regular training opportunities for new programs.

## Working Conditions

Work from your own home office, various community organization settings, and regular travel throughout Park City, Utah for programming. *Work hours will include early mornings (7 am) and after-school. Weekend and evening meetings may be required.*

## Qualifications

This is an extraordinary opportunity for an individual to gain experience in program management and help grow, develop and evaluate community-based nutrition education programs. The successful candidate will partner with the Program Manager and may work collaboratively with other nonprofits. Specific requirements include:

- Proficient in using technology as a management reporting tool and experience working with information technology to develop and implement program evaluation systems.
- Ability to work with a high-performance, collaborative, constructive group.
- Personal qualities of integrity, credibility, and a commitment to and passion for EATS Park City's mission.
- At least 18 years of age.
- **RELIABLE CAR REQUIRED**
- Ability to lift 40 pounds.
- Two-years of college, four-year degree or graduate student preferred but not required. Experience most important.
- Interest in nutrition and culinary arts.
- Driver's license and good driving record.
- Public speaking skills.
- Computer skills.
- Ability to balance a variety of tasks simultaneously.
- Volunteer management experience preferred.
- Experience working with youth and/or adults in formal and/or informal education programs.
- Food Handler's permit within 30-days of hire.

- Enrollment contingent on successful passing of criminal background search (including a FBI fingerprint-based criminal history check).

## Terms and Benefits

Part-time, paid position: 10 hours per week on average – flexibility as needs require. Start date of August 1<sup>st</sup> 2016 with responsibilities running through May 30th 2017. A stipend will be paid at two intervals: within the first two weeks of January 2017 and first two weeks of June 2017. Cooking Class Coordinators will receive \$2,500 per contract. Each Cooking Class Coordinator will be responsible for two Cooking Classes each month at two different schools in the after-school program.

Equal Opportunity Employer

For questions about EATS, contact: Ann Bloomquist at [eatspc@gmail.com](mailto:eatspc@gmail.com).