

TASTE TEST 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 a part-time Taste Test Coordinator in Park City, Utah.

The EATS Taste Test Coordinator will be responsible for running and further developing the Taste Test program in the Park City School District. Reporting to the Program Manager, the Taste Test Coordinator will contribute to the operational success of EATS Park City by assisting with development of the taste test program, delivery, quality control and evaluation. In this role, the Taste Test Coordinator will play a key role as an external face of EATS Park City in the nonprofit and local community.

Responsibilities

The Taste Test Coordinator will work with the Park City School District (PCSD) Child Nutrition Services (CNS) to implement effective hands-on taste tests during lunch times at all seven Park City schools with the goal of introducing students to new, nutritious recipes and foods.

The Taste Test Coordinator responsibilities and duties may include, but are not limited to:

Program Coordination:

- Work with Program Manager to determine recipe or food item to be tasted monthly.
- Design curriculum around Taste Test food: recipes, fun facts, props, etc. Creativity in this area is required.
- Energize and train volunteer School Champions to conduct Taste Tests onsite.
- Compile and distribute feedback to all stakeholders.
- Design and conduct promotional techniques for all stakeholders including students, teachers, administration, parents and community.
- Complete program evaluation and other program reporting documentation as necessary to determine impact of program.

- 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.

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.

Training

Coordinators are part of the EATS staff and will receive orientation training from Program Manager. Internal and external training opportunities will be made available to Coordinators, with some being mandatory and other voluntary.

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 gardening.
- Driver's license and good driving record.
- Public speaking skills.
- Computer skills.
- Ability to balance a variety of tasks simultaneously.
- Experience working with youth and/or adults in formal and/or informal education programs.
- Enrollment contingent on successful passing of criminal background search (including a FBI fingerprint-based criminal history check).

Terms and Benefits

Part-time, paid position: 20 hours per month on average – flexibility as needs require.
Start date of August 1st 2017 with responsibilities running through the school year.
Annual Salary: \$2,700

Equal Opportunity Employer

For questions about EATS, contact: Ann Bloomquist at eatspc@gmail.com.