



Cooking Class Coordinator

Position Summary

The Cooking Class Coordinator is responsible for planning, executing and further developing EATS Curious Cooks program in the Park City School District as well as providing support to the Child Nutrition Services Director and kitchen staff. This position is a mobile position and will require travel to all 7 schools in the Park City School District as well as having regular office hours at the EATS office.

Areas of Responsibility

- Plan, coordinate and implement cooking classes in all 7 Park City School District schools. Work with internal and external stakeholders to create age specific core curriculum, performance measurements and program evaluation process.
- Coordinate with the Program Manager to schedule cooking classes, secure guest chefs, create class materials, etc.
- Manage logistics for cooking classes including assembling and transporting equipment, materials and groceries, communicating with and preparing volunteers, setting-up and cleaning-up of class.
- Oversee program volunteers including outreach, recruitment, training, assignments, performance management, etc.
- Prepare and cook food items from scratch. Work with school kitchen staff to evaluate prepared foods for flavor, appearance and temperature ensuring acceptable results.
- Ensure compliance with health standards including equipment storage, food preparation, etc.
- Attend events in the community to build relationships with agencies, volunteers and key stakeholders on behalf of Curious Cooks and EATS in general.
- Assist in special events as assigned.
- Other duties as assigned.

Education and Experience

- Two-years of college, four-year degree or graduate student preferred, but not required.
- Two years experience working with youth and/or adults in formal or informal education programs.
- One year of formal cooking or food handling experience.
- Current food handler's permit, or ability to obtain within 30-days of hire, required.
- Experience or interest in food systems, nutrition, and culinary arts preferred.
- Experience with public speaking, preferred.

Knowledge, Skills and Abilities



- Personal credibility and passion for EATS Park City's mission required. qualities of integrity, a commitment to and
- Valid driver's license and reliable car required. Personal vehicle will be used for transportation to and from schools in the Park City area.
- Ability to work additional hours, including nights and weekends leading up to key events throughout the year, required.
- Excellent verbal and written communication skills required.
- Excellent attention to detail, required.
- Ability to work successfully with a high-performance, collaborative, constructive group, required.
- Ability to lift 40 pounds required.
- Ability to balance a variety of tasks simultaneously required.
- Ability to successfully pass a criminal background check (including FBI fingerprint-based criminal history check) required.

This is a full-time, year round position. Compensation based on experience. We offer paid time off and a fun, relaxed work environment. **Please send cover letter, resume and references to: Devery Karz at programs@eatsparkcity.org.**