



Position Description: Nutrition/Cooking Lab Education Associate

Reports to: Director of Family and Community Health

Position Type: Contract position - June 1,2017-August 31,2017

Summary: This position works closely with the staff of EdVenture Eats and the Nutrition Lab Coordinator and Nutrition Lab Educator to accomplish the development and delivery of all programs in the museum's Cooking Lab. Cooking Lab programs target children and families, teachers and students and youth. Coordinates all materials and supplies, staffing and volunteers and partnerships with relevant individuals and organizations. Ensures appropriate communication about Cooking Lab programs internally and externally.

Work Schedule and Conditions: Regular schedule of 29 hours per week, Monday -Friday in Cooking Lab and on programs outside the museum. Some evening and weekend work may be required. Occasionally required to assist in lifting and carrying heavy objects and materials.

Primary Responsibilities and Duties include, but are not limited to:

1. Presenting programming for the Cooking Lab as planned by the Nutrition Lab Coordinator and the Nutrition Lab Educator. This includes planning recipes, prepping supplies and foods, and helping to plan the allocation of staff to cover all nutrition lab programs and teaching programs in onsite and offsite camps. Programs include, but are not limited to public and family programs, events, school programs, birthday party programs, camps and other series programs.
2. Preparing for, teaching and otherwise executing all programs for the Nutrition Lab for children, families, students, teachers, and youth, as well as training appropriate staff and/or volunteers to deliver programs when necessary.
3. Evaluating all programs for the Nutrition Lab for children, families, students, teachers, and youth.
4. Assisting in the Nutrition Lab's daily operations, including determining necessary equipment and materials, procuring supplies and maintaining a list of equipment. supplies and consumables (foods).
5. Assisting the Nutrition Lab Coordinator in preparing and delivering programs, events and cooking responsibilities.
- 6.. Implementing the protocols and procedures for the Nutrition Lab, including safety procedures and health protocols (i.e. DHEC regulations), as well as developing and providing trainings to the appropriate staff and volunteers.
7. Working closely with the Director of Family and Community Health to create, build and sustain appropriate community partnerships and program opportunities with individuals and

organizations around food, nutrition, health and other related topics.

8. Participating in special activities and other projects as needed and performing related duties as assigned.

Knowledge, Skills and Abilities Required

Minimum Qualifications: Associate degree in education, nutrition, public health, culinary arts or other related field. Knowledge of culinary arts, and curriculum development a plus. Should be interested in working with children, youth and families, be a team player and have an understanding of hands-on and formal learning in a museum setting, and a commitment to providing high quality customer service. Excellent oral and written communication skills. Computer literacy required, including MS Office.

Materials and Equipment Used:

Small and large kitchen equipment, computer, phone, fax, calculator, and copier.