

Attachment: Position Description

Date: <input type="checkbox"/> Created <input checked="" type="checkbox"/> Revised	11/24/25
Position Title:	YAAW Lunch Coordinator
Contractor's Name:	
Reports To (title):	Youth Services Director

General Summary

The Young Artists at Work program (YAAW) provides young people ages 14-18 with a paid apprenticeship to learn artistic and professional skills, under the direction of professional artists, art educators, or instructors.

This position is a contracted paid part-time employment (June through July 2026) to deliver a safe and healthy lunch program to Young Artists at Work apprentices in partnership with Connecting Kids to Meals (CKTM).

Principal Duties and Responsibilities

OVERALL DUTIES

- Procure supplies from Connecting Kids to Meals site
- Deliver lunch to YAAW lunch site
- Oversee YAAW apprentices during lunch break
- Lead the assistant in serving food safely if applicable
- Submit reporting documentation in a timely manner
- Lead lunch site clean-up
- Report data to Connecting Kids to Meals officials in a timely manner
- Return supplies CKTM site
- Interact in a professional manner with the public, donors, Arts Commission staff, and The Arts Commission Board of Trustees.

ATTENDANCE & PARTICIPATION EXPECTATIONS

- Be in attendance, on time for the entire length of the program (June 22 – July 31, 2026) plus training
 - 11:00am pick up supplies
 - 11:30am delivery to lunch site, food prep
 - 12:00 – 1:00pm serve lunch and supervise apprentices
 - 1:00 – 2:00pm clean up lunch site, return supplies to CKTM site and report numbers to CKTM
 - When possible provide 48 hours notice to Arts Commission Youth Services

Director of any schedule conflicts for carrying out responsibilities

SAFETY AND DISCIPLINE

- Provide a safe working environment for apprentices and staff
- Utilize appropriate safety equipment.
- Adhere to OSHA and Child Labor guidelines.
- Maintain a physically and emotionally safe environment.
- Group management, including conflict resolution and employee productivity per the approved discipline procedure. Actively and consistently utilize approved discipline procedures, including its administrative steps.
- Immediately bring all questions, concerns, and problems to the attention of the Instructor. If the Youth Services Director is unavailable, contact The Arts Commission President/CEO or COO.

RECORD KEEPING

- Maintain records using a consistent system aided by the Youth Services Director.
- Keep accurate records of meals served.
- Report daily logs to Connecting Kids to Meals within a timely manner

Impact on the Organization

- Engage and employ at-risk and under-served youth, that represent Toledo's diverse economic, ethnic and racial constituency.

Qualifications/Knowledge, Skills & Abilities

Education/experience

- Food service experience preferred

Communication and/or other skills:

- Ability to be creative and flexible
- Ability to exercise independence and sound judgment in decision-making
- Ability to lift 25-50lbs
- Access to transportation to transport supplies back and forth between sites
- Ability to work well with all types of people
- Ability to meet program and project deadlines
- Ability to work as effective member of team
- Demonstrated organizational skills
- Excellent written and verbal communication skills

Reporting Relationships

- The Youth Services Director provides work direction to this position.
- The Young Artists At Work Committee, YAAW Staff, and Glenwood Lutheran

Church representatives work in coordination with this position.