
Position Description

Date: <input type="checkbox"/> Created <input type="checkbox"/> Revised	
Position Title:	Lunch Coordinator
Employee'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 August 2025) to deliver a safe and healthy lunch program to Young Artists at Work apprentices in partnership with Connecting Kids to Meals.

Principal Duties and Responsibilities

Rank	List of Job Duties
1.	<p>OVERALL DUTIES</p> <ul style="list-style-type: none"> ● 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.
2.	<p>ATTENDANCE REQUIREMENTS AND EXPECTATIONS</p> <ul style="list-style-type: none"> ● Be in attendance, on time for the entire length of the program (June 23 – August 1, 2025) plus training <ul style="list-style-type: none"> ○ 11:00am pick up supplies

	<ul style="list-style-type: none"> ○ 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 Artist and Youth Services Director of any schedule conflicts for carrying out responsibilities
3.	<p>SAFETY AND DISCIPLINE</p> <ul style="list-style-type: none"> ● Provide a safe environment for all apprentices ● Utilize appropriate safety equipment. ● Adhere to OSHA and Child Labor guidelines. ● Maintain a physically and emotionally safe environment. ● Group management, including conflict resolution ● Follow food safety guidelines set by Connecting Kids To Meals food safety standards
4.	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> ● Maintain records using a consistent system aided by the Youth Services Director: <ul style="list-style-type: none"> ● Keep accurate records of meals served ● Report daily logs to Connecting Kids to Meals within a timely manner
	TOTAL

Impact on the Organization

1. 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 25-50 lbs

- 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

- Receives work direction from this position:
 - Youth Services Director
- Works in Coordination with:
 - Connecting Kids to Meals representatives
 - Young Artists At Work Staff
 - Glenwood Lutheran Church representatives