



## **Cooking Matters Volunteer Role Description: Class Manager**

### **Position Summary:**

Cooking Matters is a cooking-based nutrition education course designed to teach low-income families how to prepare healthy, tasty meals on a limited budget. Professional chefs and nutrition educators volunteer their time and expertise to lead hands-on courses that show adults, teens, and kids how to purchase and prepare nutritious foods in healthful, safe, and tasty ways. This can mean the difference between feeding families for just one night and making sure they have the knowledge, skills, and resources to prepare healthy meals for a lifetime.

The class manager will ensure that each class runs smoothly so that participants receive the highest quality learning experience.

### **Responsibilities:**

- Arrive 30 minutes before class is scheduled to begin.
- Help unload and arrange groceries and supplies.
- Set up classroom and kitchen space to get ready for participants.
- Assist chef and nutrition educator throughout class as needed with activities, visual aids, and cooking.
- Help maintain a clean class space by washing and drying dishes throughout class.
- Assemble take-home grocery bags for participants.
- Stay at most 30 minutes after class to clean up and break down the classroom.

### **Skills/Experience Required:**

- Interest and comfort in working with low-income individuals from diverse backgrounds.
- Ability to work well with a team.
- Ability to travel to class location.
- Willingness to be trained on Cooking Matters curricula, adhere to program policies and team decisions.

### **Time Commitment:**

#### **Before volunteering**

- At least 2 hours for online training and orientation to Cooking Matters.
- At least 1 hour for in-person training on Cooking Matters.

#### **Throughout six week course**

- At least 3 hours per week for class time, set-up, and clean-up.
- At least 1 hour per week for lesson preparations.
- Must commit to all six weeks of the course!

### **To Apply:**

**Carrie Spero**  
cspero@caclv.org  
610-434-0875 x3313