



## JOB DESCRIPTION

**Job Title:** Charlie Cart Program Administrator

**Classification:** Non-exempt

**Reports to:** Director

**Date:** 2024

**Summary:** The administrator instructs youth and adult classes in culinary, food, or nutrition literacy programs using the Charlie Cart, a fully contained mobile demonstration kitchen with a full curriculum and classroom-tested recipes. The instructor is responsible for following Library policies and procedures, working within a budget, managing expenditures, maintaining positive communication with local schools, clubs, and other venues, scheduling, organizing, and publicizing all events and classes, and helping build positive relations with external partners. Works to integrate the department's operations with the Library's vision, mission, values, and strategic directions.

This position requires attention to detail, dependability, cooperation, and openness to change; it values relationships and excels at written and verbal communication.

### **Essential Functions:**

- Become familiar with all aspects of the Charlie Cart Program
- Utilize the Charlie Cart official training materials and curriculum
- Perform classroom cooking lessons and demonstrations in the Library and other possible venues
- Create and implement policies and procedures as needed
- Modify teaching methods or materials to accommodate student needs
- Work within assigned budget and manage expenditures
- Plan and purchase food products for classes
- Create new recipe ideas, culinary art, and food presentations
- Schedule, organize, and publicize all programs
- Assist with grant applications, reporting, and other fundraising activities
- Prepare required weekly and monthly reports, communications, and other documentation.
- Monitor sanitation practices and check the quality of raw or cooked food products to ensure co-workers and students follow the highest standards

- Develop specific goals and plans to prioritize, organize, and accomplish your work
- Keep informed on trends in library services; participate in professional organizations; attend continuing education workshops and conferences
- Responsible for the general maintenance and appearance of the following areas: the Community Room and the Charlie Cart. Verifies all equipment is working correctly during work time
- Other duties as assigned

**Qualifications:**

- Minimum associate degree, formal training in culinary, health science, nutrition field, and related on-the-job experience.
- Knowledge of best practices and emerging trends in teaching methods and instructional materials to meet students needs and interests
- Excellent writing and interpersonal communication skills, developing constructive and cooperative working relationships with others and maintaining them over time
- Ability to direct and coordinate the operation of the department
- Ability to establish priorities, develop long-range plans, and find solutions to problems
- Ability to work independently to monitor/assess the performance of yourself and subordinates to make improvements or take corrective action
- Computer literate, familiar with Google services, email software, and Microsoft Office software
- Must be able to perform physical activities, including sitting, standing, lifting, carrying, pushing, and pulling.
- Must be able to lift 20 pounds unassisted
- Ability and willingness to work a varied schedule, including evenings and weekends
- Valid driver's license for some travel

This job description does not cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee. Other duties, obligations, and activities may change or be re-assigned at any time with or without notice.

Grafton-Midview Public Library is an equal opportunity employer providing employment opportunities for all applicants and employees without regard to race, color, religion, sex, age, disability, national origin, veteran/military status, genetic information, or any other characteristic protected by law.

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Signature

Date

2024