

	<b>Projects Overview</b>	<b>Number of Hours</b>	<b>Details</b>
<b>January</b>	Design new curriculum	20	
	<b>Hours for month</b>	<b>20</b>	
<b>February</b>	Feb 22 Farm to Table Dinner (includes all prep)	32	
	Gala prep	5	
	<b>Hours for month</b>	<b>37</b>	
<b>March</b>	March 4/5 Intern orientation. Food safety training	2	
	Gala prep	5	
	<b>Hours for month</b>	<b>7</b>	
<b>April</b>	Cooking class (pasta with kids) organize	4	
	Gala prep	5	
	<b>Hours for month</b>	<b>9</b>	
<b>May</b>	Intern orientation, food safety training	2	
	Staff work day	4	
	Plant Sale Event	4	
	Gala prep	15	
	<b>Hours for month</b>	<b>25</b>	
<b>June</b>	Farm to Table Dinner - 40 ppl	32	
	Teen cooking class	6	
	Donor party - food prep, light apps	8	
	Community Cooking Class- Garden to Table	6.5	
	Gala prep	15	
	<b>Hours for month</b>	<b>67.5</b>	
<b>July</b>	Cooking Camp- Elem children	30	3 days x 8 hrs. plus 6 hours prep 9:30-11:30 younger, 1-3 with older kids. Tues, Wed and Fri with Open house on Fri with parents 3- 3:30
	Teen cooking class	6	
	Attend staff happy hour	2	
	Teen cooking class	6	
	Community Cooking Class- Garden to Table	6.5	
	Farm to Table Dinner - 40 ppl	32	

	Gala prep	15	
	<b>Hours for month</b>	<b>97.5</b>	
<b>August</b>	Cooking Camp- Elem children	30	
	Intern orientation, food safety training	2	
	Staff brunch- shop, cook	3.5	
	Gala Aug 24	40	August 19-24 Gala.. 5 hrs per day week of event. 14 hour day of event
	Aug 26 gala clean/ organize gear	8	
	Gala debrief	2	
	<b>Hours for month</b>	<b>85.5</b>	
<b>September</b>	Assist Canning and Preserving Community Class	4	
	BVSD Day Off School program	6	
	Community Cooking Class- Garden to Table	6.5	
	All Staff workday	3	
	<b>Hours for month</b>	<b>19.5</b>	
<b>October</b>	Community Harves Fest Event	4	
	Teach Pickling and Fermentation class	6.5	
	BVSD Day Off School program	6	
	Farm to Table Dinner - 40 ppl	32	
	Help coordiante pasta class	2	
	<b>Hours for month</b>	<b>50.5</b>	
<b>November</b>	Cheesemaking Class	8	
	Debrief meetings	6	
	Help coordiante pasta class	2	
	<b>Hours for Month</b>	<b>16</b>	
<b>December</b>			
<b>Ongoing projects-- throughout the year</b>			

	Oversee management of Commercial Kitchen space, including food and personal safety protocols. Develop in coordination with staff policies and procedures for safety, food for our new space and programming.	30	
	Assist with planning for barn rental events	30	
	Misc admin, timesheets, evals etc	35	
	Attend 2 staff meetings per month	24	
	Design new classes and curriculum	30- 50 hours	