



## Garden Responsibility Matrix

	Teaching	Garden	Communication and Outreach	Lesson Development & Documentation	Leadership and Management
<b>Garden AmeriCorps Member</b>	<ul style="list-style-type: none"> <li>• Teach ESY garden classes</li> <li>• Teach one after school class each Spring</li> <li>• Support HSI</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain tool shed</li> <li>• Attend to current garden tasks (see back)</li> <li>• Lead weekly weeders</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain an awareness of and actively participate in ESY events, school events and relevant community events</li> <li>• Participate in ESY staff meetings and professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborate with garden staff in the development of garden lessons that are integrated with classroom teaching, ESY standards, and academic standards</li> </ul>	
<b>Garden Teacher</b>	<ul style="list-style-type: none"> <li>• Teach ESY garden classes</li> <li>• Teach one after school class each Fall (rotate)</li> </ul>	<ul style="list-style-type: none"> <li>• Attend to current garden tasks (see back)</li> </ul>		<ul style="list-style-type: none"> <li>• Assist with development and documentation of lessons</li> </ul>	<ul style="list-style-type: none"> <li>• Manage garden volunteers</li> </ul>
<b>Garden Manager and Teacher</b>	<ul style="list-style-type: none"> <li>• Teach ESY garden classes</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee all garden production</li> <li>• Maintain facility and equipment</li> <li>• Collaborate with Garden Consultant</li> <li>• Order and organize seeds</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee Plant Sale</li> <li>• Represent ESY in public, for interviews, and at meetings and conferences</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with King staff before and after garden rotations</li> <li>• Oversee garden lesson development</li> <li>• Oversee Academy lesson development</li> </ul>	<ul style="list-style-type: none"> <li>• Manage garden staff</li> <li>• Facilitate weekly garden staff meetings</li> <li>• Oversee garden budget</li> <li>• Ensure consistent communication with kitchen</li> </ul>

### Garden Tasks

The Garden AmeriCorps and two garden teachers all maintain a certain “domain” of the garden for the course of a school year. These tasks ensure the most efficient use of staff time, while providing an opportunity for staff members to deepen their understanding of one particular area of focus. Because the domains rotate each year, over time all garden teachers will manage all domains.

Compost	Animal Care & Maps	Greenhouse
<ul style="list-style-type: none"> <li>• Maintain compost</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain, clean, and repair bird coop</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain greenhouse</li> </ul>



• Maintain tool shed	• Feed animals	• Research and implement pest management
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## Kitchen Responsibility Matrix

	Teaching	Kitchen	Communication and Outreach	Lesson Development & Documentation	Leadership and Management
<b>Chef Teacher #1</b>	<ul style="list-style-type: none"> <li>• Teach ESY kitchen classes</li> <li>• Teach one after school class each Fall</li> </ul>	<ul style="list-style-type: none"> <li>• Daily maintenance</li> <li>• Assist with food preparation for special events</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain healthy relationships with ESY &amp; King staff and wider community</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborate on development &amp; documentation of lessons</li> <li>• Video Production</li> <li>• Ensure lesson, recipe, visual aid documentation internally and online</li> </ul>	<ul style="list-style-type: none"> <li>• FNO</li> <li>• Kitchen Volunteers</li> <li>• Summer Camp</li> <li>• Interns (teaching)</li> </ul>
<b>Chef Teacher #2</b>	<ul style="list-style-type: none"> <li>• Teach ESY kitchen classes</li> <li>• Teach one after school class each Spring</li> </ul>	<ul style="list-style-type: none"> <li>• Daily maintenance</li> <li>• Assist with food preparation for special events</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain healthy relationships with ESY &amp; King staff and wider community</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborate on development &amp; documentation of lessons</li> <li>• Video Production</li> <li>• Ensure lesson, recipe, visual aid documentation internally and online</li> </ul>	<ul style="list-style-type: none"> <li>• After School Classes</li> <li>• IWES</li> <li>• Oversee bulk purchasing</li> </ul>
<b>Head Chef Teacher</b>	<ul style="list-style-type: none"> <li>• Teach ESY kitchen classes</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee and coordinate all facility and equipment maintenance</li> <li>• Coordinate garden plantings with GMT</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain healthy relationships with ESY &amp; King staff and wider community</li> <li>• Represent ESY in public, for interviews, and at meetings and conferences</li> <li>• Oversee special events</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with King staff before and after kitchen rotations</li> <li>• Oversee kitchen lesson development</li> <li>• Oversee Academy lesson development</li> </ul>	<ul style="list-style-type: none"> <li>• Manage kitchen staff and interns</li> <li>• Facilitate weekly kitchen staff meetings</li> <li>• Oversee kitchen budget</li> <li>• Ensure consistent communication with garden</li> </ul>
	<b>Teaching</b>			<b>Administrative</b>	
<b>Family Class Coordinator</b>	<ul style="list-style-type: none"> <li>• Design and teach family cooking classes</li> <li>• Develop a robust and multi-faceted outreach strategy</li> <li>• Teach daily kitchen classes for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students</li> </ul>			<ul style="list-style-type: none"> <li>• Work with King teachers and administrative staff to build support for and connections to family cooking classes at the Edible Schoolyard</li> <li>• Evaluate the relevance and effectiveness of FNO</li> </ul>	



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