

RESPONSIBILITIES SNAPSHOT

Prior to the start of the school year, decision makers from each school district and community partner sign Working Arrangements with Every Meal. The chart below provides a summary of responsibilities and roles of each party, as detailed in the Working Arrangements. Please contact your Every Meal Program Coordinator for a full copy of the annual Working Arrangements.

Every Meal (EM) Responsibilities:

Procure, package, and coordinate delivery of food to site.

Assist the site and sponsor with planning and implementation of the weekend food program.

Coordinate food inventory management with the site and sponsor.

Prepare written materials describing the weekend food program to be sent home to the parents/guardians.

Have sole responsibility for all costs and expenses associated with operating the weekend food program.

Site Coordinator Responsibilities:

Follow the food storage requirements and procedures provided by EM.

Promote weekend food program and collect enrollment forms from the parent(s) or guardian of each student who wishes to participate in the weekend food program.

Maintain an accurate and updated list of students enrolled in the weekend food program.

Respond to data requests, communication, and feedback in a timely manner.

Volunteer Coordinator Responsibilities:

Train employees and/or volunteers in accordance with policies provided by the school and outlined in this handbook by EM.

Organize and schedule employees and/or volunteers for weekly food distributions.

Track volunteer hours and report to Every Meal when needed.

Distribution Volunteer Responsibilities:

Distribute meal bags each week, using the procedures and schedule designated by the school.

Tally and report the number of bags distributed to the site coordinator after each distribution.

Communicate inventory levels and needs to EM on a timely basis to ensure EM's ability to provide food for distribution as needed.

Respond to data requests, communication, and feedback in a timely manner.

