**Nutrition for Learning**

**Program Coordinator(s)**

* Apply for grant from Nutrition for Learning
* Coordinate school fundraiser or create a proposal for contribution from the school council or community
* Create a monthly budget
* Plan weekly menu, in accordance with the NFL program guidelines
* Track program income, expenses, numbers of students attending program daily and total volunteer hours contributed each month
* Keep track of program related receipts
* Submit receipts to school administration and WRDSB accountant for monthly reimbursement
* Submit receipts to Nutrition for Learning liaison quarterly
* Collaborate with school personnel
* Complete monthly Student Nutrition Program reports
* Complete Food Safety certification
* Draft all communication as required
* Ensure all allergies are noted and staff and volunteers are aware
* Coordinate schedule of all NFL volunteers and communicate with volunteers regularly
* Provide updates to school council as required

Time involved – 5 hours/week. This volunteer role is completed in accordance with your personal schedule – does not need to be done during program hours.

This position is currently **filled**

**Food Preparation**

* Package prepared food in baggies. One of each for each day/class.
* Store food in fridge

Time involved – 2-3 volunteers, 1 hour/week, during the school day Monday

This position is currently**vacant**

**Daily Food Distribution**

* Pack cooler bags and snack bins with food, according to weekly snack menu
* Distribute to each class
* Time Involved – 2-3 volunteers, 30-45 minutes per day, 10:15 am, Monday-Thursday.

This position is currently **in need of volunteers so the program can run Monday-Thursday.**

**Daily Clean Up**

* Empty all snack bags, containers
* Ensure all items have been returned
* Store unused food
* Clean and refill food containers, as required
* Tidy NFL snack room

Time Involved -1-2 volunteers 30-45 minutes per day, Monday-Thursday.

This position is currently**in need of volunteers so the program can run Monday-Thursday**

**Weekly Clean Up**

* Thoroughly clean all bins, cooler bags and fridges

Time Involved -1 volunteer, 1.5 hours per week, Thursday

This position is currently **vacant**