

Family Pack School Coordinator Responsibilities

The position of the school coordinator should require an average of 2 hours per week (the amount of time depends upon how many students are in the program). The school coordinator will need to have time on Thursday or Friday's to distribute family packs to participating students. Packing and distribution may be delegated, but to avoid problems, it is advised that this process be closely monitored. He/she must maintain regular communication with the Child Nutrition Programs Coordinator at Community Foodbank of NJ and keep up with paperwork requirements.

Be aware of all Family Pack Program policies and procedures

- Attend mandatory Family Pack Program orientation in May or September of each school year
- Make sure food is given only to approved children with referrals on file
- Make sure food is distributed by approved adults each Friday (or the last day of the week)

Coordinator

- Communicate any necessary information about Family Pack Program to staff
- Make contact with referred students to explain the program
- Verify that each child referred into the program is legitimately in need of food at home on the weekends
- Ensure all participants have approval from parents to receive packs

Maintain all records and reports

- Keep all Family Pack Program data current
- Keep student parent letters and maintain Child Survey (as requested)
- Submit Monthly Reports by the 5th of each month

Inventory control

- Check the inventory and confirm the count
- Notify the Child Nutrition Program Coordinator when participation changes increase or decrease.
- Assure that food is being properly stored off the floor and in a secure location.
- Encourage children to take responsibility for the food received.
(*i.e. encourage them not to leave food packets unattended*)