

# VOLUNTEER MANAGEMENT

Below is a summary of the primary roles and responsibilities of the School Coordinator, Volunteers and School Administrator.

## Principal / School Administrator's Roles and Responsibilities

- Encourage positive school and community involvement and communication
- Promote the importance of universal access - available to every student every day
- Ensure OSNP Contract/Funding requirements are met
- Understand and promote adherence to nutrition standards
- Delegate and ensure all reports are completed and entered in a timely manner
- Assist in volunteer recruitment
- Plan for sustainability
- Assist in fundraising and securing additional funds

\*all monthly online reporting needs to be signed off by the individual completing the reports in the identified authorization box and entered by the 15th day of the following month

## Volunteer / Coordinator Roles and Responsibilities

- Promote the importance of universal access - available to every student every day
- Track students/meals served, income and expenses, volunteers and volunteer hours
- Enter monthly data online and upload receipts
- Ensure food is prepared and stored according to food safety guidelines
- Shop for appropriate food using the student nutrition program guidelines
- Monitor allergens and do not serve "at-risk" foods
- Promote your student nutrition program at school events
- Assist in fundraising (and securing funds)