

VISTA Assignment Description (VAD)

Title: Community Action Food Bank VISTA- Jefferson County
Sponsoring Organization: Community Action Coalition Project Name: Community Action Coalition II Project Number: 20VSNWI003 Project Period: 08/16/2020 - 11/06/2021
Site Name: Dane County Office
Focus Area(s) Primary: Healthy Futures Secondary: Capacity Building
Note: This VAD was returned on 10/28/2020 Comments: Please revise the VAD title.

VISTA Assignment Objectives and Member Activities

Goal of the Overall VISTA Project: To help reduce food insecurity in Dane, Jefferson and Waukesha counties by expanding the reach of our senior box and gleaning (food recovery) programs.

Objective of the Assignment

To help reduce food insecurity in Dane, Jefferson and Waukesha counties by expanding the reach of our senior box and gleaning (food recovery) programs.

Member Activity (01/01/2021 - 03/15/2021): Research existing food waste prevention and food recovery efforts of partner food pantries in Jefferson County. a. Outreach to existing and new partners to create a brief summary of current food recovery efforts. b. Establish relationships with area food pantries and distribution sites to assess their interest in food waste elimination/gleaning. c. Identify potential food recovery sites in Jefferson County

Member Activity (03/16/2021 - 05/01/2021): Pilot the launch of a Jefferson County Food Recovery program. a. Identify and train volunteers. b. Implement a shared work plan to expand CAC food recovery efforts into Jefferson County. c. Develop and maintain a food recovery collection and distribution schedule across food pantries in Wisconsin.

Member Activity (05/02/2021 - 11/06/2021): Create a program guide and volunteer training, using the model Dane County Gleaners food recovery program. a. Observe, study and organize key components of the 30+ year old food recovery program in Dane County. b. Create a Food Recovery volunteer job description. c. Create a Volunteer Manual for Food Recovery. Work with Food Service Department to leverage existing tools and resources. d. Design a 2 hour volunteer training for the gleaner program

Objective of the Assignment

Collaborate with CAC Sustainable Food System Coordinators to design an operations manual for the CAC food bank.

Member Activity (01/01/2021 - 11/06/2021): Draft an operations manual for the CAC food bank core operations including: a.) Volunteer recruitment, training, and management b.) Safety Procedures c.) Food Ordering d.) Food Distribution e.) Quality Improvement f.) Communications and Marketing g.) Vendor relationships