

Food & Friends Program Succession Plan

Position	On Site Program Coordinator	WebTracker Specialist	Volunteer Coordinator	Menu Planner/ Shopper	Safe Food Handler	Other
Current Name						
Tentative Transition Date						
Successor 1						
Successor 2						

Meet with current Program Coordinator to complete **Orientation Checklist:**

Gathering Information:

- Contact information: Phone number, mobile number, email.
- Emergency contact information: Name, phone number, relationship to volunteer.
- Read and sign the Student Nutrition Program Volunteer Agreement.
- Criminal Records Check as per the school’s policy.
- Safe Food Handling Course if required.

Providing Information:

- Description of job duties specific to the position.
- Review site specific policies, procedures and routines.
- Set up a schedule. Review procedure in the case when shifts can’t be made.
- Onsite Program Coordinator/School Administration contact information: phone number, mobile number, email.
- Food & Friends Resource website. <https://www.childrensfoundation.org/what-we-do/food-friends/coordinator-login-resources/resources>
- Program Coordinator Manual.
- Recommended Practices.
- Grant Guidelines.
- Program Information Form.

Program Tour:

- Tour of the facilities, including the kitchen.
- Introduction to students, staff and other volunteers.

Emergency Procedures:

- Emergency exits according to building policies.
- First Aid Kit location.
- Allergies and who is trained to assist an individual when in need.

How to Handle:

- Student discipline and/or physical contact within the program.
- Conflict within the program (e.g. Volunteer and volunteer, volunteer and student, volunteer and coordinator).