SERVICE SITE ORIENTATION CHECKLIST

An early and comprehensive orientation at the service site is an essential process for new FoodCorps service members. This checklist is a guide for what to include in the local service site orientation <u>before</u> the service member begins service activities at the start of the term. It covers topics important to all FoodCorps service members and can be adapted to include additional information for your service site. We suggest starting simple – for example, tour their office space first, then broaden discussions to include community introductions and plan specifically in detail to implement the Healthy School Toolkit.

SERVICE MEMBER OFFICE SPACE CHECKLIST
Provide:
- [ ] Personal Work Station
  - Desk
  - Chair
  - Supplies – stapler, tape, scissors, paper clips, pens, paper, post-its, etc.
- [ ] Telephone
  - Telephone number
  - Voicemail access & protocols
  - Special features – transferring calls, holds, conference calling, speakers, headset
- [ ] Computer
  - System user name and password
  - Internet access and login
  - E-mail account and login
  - Software needed for service activities
  - Printer connections
  - IT support contact
- [ ] Keys
- [ ] Office Tour
  - Introductions to other staff
  - Office resources – copiers, printers, projectors, other AV equipment
  - Common areas – meeting areas, kitchen, break room, restrooms
  - Hours of operation
  - Security systems
  - Additional resources
- [ ] Parking space (if applicable)

SERVICE SITE ORGANIZATION CHECKLIST

Discuss:

- ☐ Organizational Overview
    - o Mission
    - o Programs
    - o Clientele
    - o Geographic area served
    - o Funding sources
    - o Staff structure
    - o Volunteer structures
    - o Policies pertinent to the service member
    - o Organizational calendar and time-off policies and procedures
- ☐ Organizational Communications
    - o Staff communication policies or guidelines
    - o External communication policies or guidelines
    - o Communications technology commonly used at the organization
    - o Communications mechanisms – website, newsletter, social media
    - o List of staff names, titles, e-mails and phone extensions
    - o Staff and department meeting schedules
    - o Calendar of events and programs
- ☐ Affiliated Organizations
    - o Organizational partnerships
    - o Joint programs
    - o Key contacts at other organizations
- ☐ Funding and Budget
    - o Major sponsors/fiscal partnerships
    - o Available budget and sources of funds for FoodCorps programming
    - o Travel budget and reimbursement policies and procedures

COMMUNITY CONTEXT CHECKLIST

Discuss:

- ☐ Community Description
    - o FoodCorps School & Community Guide from previous service member
    - o Service site history and current operations in the community
    - o FoodCorps history in the community
    - o Community demographics – population, socioeconomic composition, ethnic composition, immigrant groups, religious affiliations and institutions
    - o Cultural and historical context
    - o Key community partners, leaders, and contact information
    - o Map of community

PARTNERING SCHOOLS CHECKLIST

Discuss:

- ☐ School District
    - o FoodCorps history in the district
    - o Relationship between service site and the district
    - o Schools in the district
    - o Key staff names and contact information – Superintendent, Food Service Director, Curriculum Director, Grounds Manager, Transportation Manager
    - o School Board members, meeting schedule and website with minutes
    - o Wellness Committee members, meeting schedule and website with minutes
    - o Communications mechanisms – website, newsletter, social media
    - o Important current issues and priorities within the district
    - o District policies pertinent to the service member
    - o District office tour and introductions
- ☐ Individual School(s) – *Please use this checklist for each school a member serves*
    - o School policies and procedures (as outlined in the *FoodCorps School Expectations*) -*All rules, laws, policies, procedures, workplace expectations, and safety protocols applicable to the school, including but not limited to:*
        - ▪ Any expectation that they act as "mandatory reporters" of abuse and neglect
        - ▪ Policies and procedures for emergency drills (natural disaster, lock-downs, etc.) with and without students present
        - ▪ Student accident policies and procedures
        - ▪ Discrimination and harassment policies
        - ▪ Day-to-day expectations for all school staff and volunteers (hours, dress code, conduct with adults and children, etc.)
        - ▪ Food safety policies and procedures, including those related to food allergies
        - ▪ Social media policies
        - ▪ Other incident reporting procedures
        - ▪ All other policies and procedures for visitors, volunteers, and guest teachers
        - ▪ Policies explaining if a service member is permitted to supervise students without other teachers or staff present
    - o FoodCorps history in the school
    - o Relationship between service site and the school
    - o School demographics – number of students, number of classrooms, teacher-student ratio, free and reduced lunch percentage
    - o Key staff names and contact information – (including but not limited to the) Principal, Food Service Manager, Teachers, School Secretary, Groundskeeper

- Parent involvement mechanisms, current parent leaders and contact information
- Communications mechanisms – meetings, website, newsletter, social media
- Important current issues and priorities within the school
- School tour and introductions
- Reviewing the Healthy School Toolkit and identifying Healthy School Toolkit team

SUPERVISION AND SERVICE PLANNING CHECKLIST
Discuss:
- ☐ Supervision
  - Overview of site supervisor's other responsibilities and general schedule
  - Discuss preferred communication mechanisms – in-person, e-mail, phone, text messaging
  - Exchange contact information and calendars
  - Schedule regular weekly one-on-one check-ins
  - Service member Google Calendar & Timesheets (America Learns)
  - Service member Reporting & Reflection Logs (America Learns)
  - Feedback and evaluation mechanisms, including Mid-Term and End of Term Evaluations
  - Any additional expectations of service site, site supervisor, or service
- ☐ FoodCorps Service Member Plan
  - Review of the Healthy School Progress Report & Healthy School Action Plan process (and completed versions of those tools if applicable)
  - Review of Service Member Core Competencies
  - Scheduling time to complete the FoodCorps Service Member Plan (after Healthy School Toolkit Action Plans are completed at each school)
  - Expectations for updating the plan throughout the year

ANY ADDITIONAL TOPICS SPECIFIC TO SERVICE SITE

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