

# Food Resources VISTA

**Department:** Product Resource Development, Greater Cleveland Food Bank

**Location:** Cleveland, OH

## APPLICATION INSTRUCTIONS

*Please email your resume in .doc, .docx, .pdf, .txt, .rtf, .html, or .ascii format to the address below. If you wish to enclose a cover letter, please include it in the body of your email message.*

[Email Your Resume](#)

**AmeriCorps VISTA with the Greater Cleveland Food Bank**

**VISTA Position: Food Resources VISTA**

**You must complete an application with AmeriCorps by visiting:** <https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=98695>

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list is not all-inclusive and other duties may be assigned.

- Develop procedural documents for testing new kitchen production software module for receiving, production, recipe, and menu development
- Develop Standard Operating Procedures for receiving, production, recipe, and menu development in new kitchen production software module.
- Develop procedural documents for testing meal order entry and delivery to child nutrition and senior meal sites supported by the Cleveland Food Bank Kitchen.
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- Develop standard operating procedures to be followed by kitchen and program delivery staff for ordering meals from the Cleveland Food Bank Kitchen.
- Develop procedural documents and standard operating procedures for the integration of nutrition and ingredients facts from ingredients and raw materials
- Utilizing tools in new software module, assist in the improvement of inventory tracking for the Cleveland Food Bank Kitchen.
- Improve program inventory procedures for receiving new food items
- Improve tracking food items prior to assembly of 2,500 to 3,000 daily lunch meals.
- Modify and improve inventory protocols to assist in menu develop.
- Modify and improve inventory procedures for the storage and distribution of individual frozen meals.
- Improve planning and development of shelf-stable emergency meal kits for seniors and child nutrition sites and clients.
- Implementing new software will increase overall effectiveness of the Cleveland Food Bank Kitchen and enable increased service to the community.
- Increase the capacity of the kitchen by assisting in the development of procedures that reduce order handling and processing requirements.
- Build capacity by participating in a review of food safety and labeling processes and procedures to enable the production of up to 10,000 frozen meals per week (current capacity is zero).
- Increase capacity to provide emergency shelf-stable meals to child nutrition and senior meal consumers.
- Increase capacity of kitchen to utilize volunteers for meal packaging and preparing unitized meals by assisting with a design and process review.

- Increase the kitchen capacity to utilize volunteers by creating job descriptions, training and instructional materials.