

SUNBURST Food Bank



**READY-TO-EAT
FOOD BAGS**

**VOLUNTEER
TRAINING**

**INSTRUCTOR
GUIDE**

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Session-at-a-Glance

Purpose

This on-the-job training will teach Sunburst Food (SFB) staff and volunteer leads how to direct food drive volunteers to build ready-to-eat (RTE) food bags during regularly scheduled food drive sorting events. Qualified SFB staff will deliver this training to staff and volunteer leads as needed.

Objective

When the need arises, SFB employees or volunteer leads will successfully deliver RTE food bag instructions to a group of volunteers within a designated time period.

Document Resources

- Job aid (1 copy per learner)
- Performance Assessment Instrument (PAI)
- Copy of Assessment Checklist (1 copy per learner)

Physical Resources

SFB food drive sorting room (if available)
Pens or pencils for instructor and learners
Example bag to deconstruct

Advance Preparation

Course Preparation

Verify that the employee is aware of training time and location and that it appears on the employee's schedule for the day. Request training be added if it is not found. Contact volunteer leads one day prior to confirm time.

Gather the resources needed for training and place them in the designated training area.

Read through training materials and assessment documents prior to the training event.

Reserve a completed RTE bag from the facility's current supply to use for demonstration.

Ensure no other task or competing need is taking place during planned assessment time, allowing for more focus.

All preparation noted is intended for a 1:1 training session. If more trainees attend a training event together, please add an additional 15 minutes per trainee on the facilitation timeline.

Content You Should Know

This training presumes that learners already know:

- Where the food drive sorting room is at their location
- How to find RTE bag supplies at their location
- Methods for communicating with large groups of volunteers at food drive events, including food safety and workplace safety guidelines

This training presumes that instructors already know:

- How to lead a volunteer food drive event
- The requirements for the contents of RTE bags
- How to check the Paycom system
- How to access the contact information for volunteer leads

Facilitation

<i>Timeline</i>	<i>Introduction</i>
00:00 – 00:02	<ul style="list-style-type: none">● Welcome learner(s) to the training.● Inform learner(s) of the objective of the training, and its benefits to the Idaho Foodbank and to the community that their location serves.

<i>Timeline</i>	<i>Learner Preparation</i>
00:02 – 00:07	<ul style="list-style-type: none">● Ask learner(s) to recall a time when they did not have food for an extended period.<ul style="list-style-type: none">○ How did you feel?○ Where did you find your next meal?● Ask learner(s) what they know about our RTE food bags and the SFB mission.● Ask learner(s) to recall a trip to the grocery store.<ul style="list-style-type: none">○ How do you check canned goods?<ul style="list-style-type: none">■ Look for: No dents, has label, no rust or discoloration○ What do you look for in packaging?<ul style="list-style-type: none">■ Look for: Nutrition label, ingredients○ How do you determine if an item is fit for consumption?<ul style="list-style-type: none">■ Look for: Intact packaging, no damage, and no signs of spoilage. <i>Would I want to give this to a friend?</i>

<i>Timeline</i>	<i>Demonstration</i>
00:07 – 00:15	<ul style="list-style-type: none"> ● Provide learner(s) with copies of the job aid. ● Demonstrate how you would welcome a group of volunteers. <ul style="list-style-type: none"> ○ Walk learner(s) to the food sorting room and point out a prime gathering location for volunteers. ● Discuss the following <u>safety</u> guidelines (refer to job aid): <ul style="list-style-type: none"> ○ Workplace safety practices ○ Food safety practices ○ Cell phone usage in the warehouse ● Discuss the <u>contents</u> of each RTE bag (refer to job aid): <ul style="list-style-type: none"> ○ Food characteristics <ul style="list-style-type: none"> ■ Proteins ■ Ready-to-eat ■ Shelf-stable and non-perishable ○ Quantity of food items <ul style="list-style-type: none"> ■ Proteins: 2-3 ■ Prepared meals: 2-3 ■ Grains/cereals: 1-2 ■ Fruits: 1-2 ■ Vegetables: 1-2 ○ Ask: Why do we want to seek out cans that have a pop top? <ul style="list-style-type: none"> ■ Look for: The food should be easy to access, not requiring utensils or tools to open.

<i>Timeline</i>	<i>Application</i>
PRACTICE 00:15 – 00:23	PRACTICE (repeat for each learner)

<p>ASSESSMENT</p> <p>00:23 – 00:28</p>	<ul style="list-style-type: none"> ● Inform learner(s) that you will be acting as the volunteer group ● Direct learner(s) to perform the introductory instructions to the volunteer group (you) ● Coach learner(s) as they demonstrate the tasks to recognize errors and provide corrections to performance ● Advise learner(s) that they will be assessed using the performance assessment <p>ASSESSMENT (repeat for each learner)</p> <ul style="list-style-type: none"> ● Inform learner(s) that they will be assessed using a performance assessment checklist ● Advise learner(s) that you will not be providing coaching or feedback during their assessment ● Direct learner(s) to perform the introductory instructions to the volunteer group (you) ● Calculate total score of assessment ● Provide feedback to learner(s) based on performance assessment checklist total score <ul style="list-style-type: none"> ○ Provide remediation (refer to PAI) ● Ask if learner(s) has questions about the results <ul style="list-style-type: none"> ○ If learner does not meet mastery, schedule a follow up opportunity to retake assessment ● Debrief activity with learner(s) and thank for their time
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<i>Timeline</i>	<i>Transfer Support</i>
00:28 – 00:33	<ul style="list-style-type: none"> ● Ask learner(s) to summarize the RTE bag process ● Ask learner(s) to reflect on what they've learned ● Ask learner(s) to create plans to use their new skills in the workplace

<p>ASSESSMENT</p> <p>00:23 – 00:28</p>	<ul style="list-style-type: none"> ● Inform learner(s) that you will be acting as the volunteer group ● Direct learner(s) to perform the introductory instructions to the volunteer group (you) ● Coach learner(s) as they demonstrate the tasks to recognize errors and provide corrections to performance ● Advise learner(s) that they will be assessed using the performance assessment <p>ASSESSMENT (repeat for each learner)</p> <ul style="list-style-type: none"> ● Inform learner(s) that they will be assessed using a performance assessment checklist ● Advise learner(s) that you will not be providing coaching or feedback during their assessment ● Direct learner(s) to perform the introductory instructions to the volunteer group (you) ● Calculate total score of assessment ● Provide feedback to learner(s) based on performance assessment checklist total score <ul style="list-style-type: none"> ○ Provide remediation (refer to PAI) ● Ask if learner(s) has questions about the results <ul style="list-style-type: none"> ○ If learner does not meet mastery, schedule a follow up opportunity to retake assessment ● Debrief activity with learner(s) and thank for their time
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<i>Timeline</i>	<i>Summary</i>
00:33 – 00:36	<ul style="list-style-type: none"> ● Debrief the objectives learned, tips for hosting a successful RTE building event, and the location of applicable job aids ● Ask learner(s) if they have any remaining questions ● Thank the learner(s) for paying attention and for their participation with the materials and learning activities

Appendix

RTE Food Bag Instructions Assessment Checklist

Learner name:	Date:		Instructor Name:
Criteria <i>Check Yes/No if the learner displayed each action</i>	Meets criteria?		Comments
	Yes	No	
Discuss safety guidelines			
Food handling practices.			
How to check for damaged products			
Physical safety guidelines			
Discuss the contents of an RTE bag			
Priority: Approximately 9-12 lbs. of food items secured in plastic bag			
3 meals per day, for 3 days			
Should fit inside a backpack			
Content requirements are listed per below:			

Proteins (2-3 items)			
Ready-to-eat meals (2-3 items)			
Grains and cereals (1-2 items)			
Fruits (1-2 items)			
Vegetables (1-2 items)			
Additional proteins and RTE meals are substituted when other options are not available.			
Additional supplies can be included (napkins, paper towels, hand sanitizer), <i>if donations are available</i>			
Discuss timeline for completion			
Volunteers will fill bags during the 2-hour volunteer session			
Check progress of RTE bag build			
Verify bags are in-progress or completed			
Are the volunteers practicing safe behaviors?			
Do volunteers have any questions?			
Thank volunteers			
Provides upcoming opportunities where volunteers can participate			
Completed RTE bag contents (optional)			
Proteins (2-3 items)			
Ready-to-eat meals (2-3 items)			

Grains and cereals (1-2 items)			
Fruits (1-2 items)			
Vegetables (1-2 items)			
Plasticware and paper products (napkins, paper towels), <i>if available</i>			
Additional supplies (hand sanitizer, masks, etc.), <i>if available</i>			
Items selected are free of damage			
Bag is tied with a secure double knot			
Weighs 9 - 12 pounds (check weight without non-food items, write the total weight on the bag in permanent marker, and log the weight on RTE bag tally sheet)			
Determine Mastery			
Tally the number of "yes" and "no" responses			
Are there three or less "no" responses?			Yes = Mastery No = No Mastery. Provide remediation.



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