

# VISTA Assignment Description (VAD)

**Title:** St. James Pantry Operations FSI VISTA Year 1

**Sponsoring Organization:** UNIVERSITY OF ARKANSAS SYSTEM

**Project Name:** University of Arkansas for Medical Sciences

**Project Number:** 21VSGAR003

**Project Period:** 09/11/2022 - 09/09/2023

**Site Name:** St James Pantry

## Focus Area(s)

**Primary:** Healthy Futures

**Secondary:** Economic Opportunity

## VISTA Assignment Objectives and Member Activities

**Goal of the Overall VISTA Project:** The AmeriCorps member will support the Director with improving food pantry operations with special emphasis on streamlining inventory management and volunteer recruitment. This position requires frequent contact with the general public, volunteers, vendors, and clients. The VISTA member will help streamline the processes to track all data, improve recordkeeping, data entry of all intakes, manage inventory, run reports, and manage volunteers.

### Objective of the Assignment

Inventory management. (All quarters)

**Member Activity (09/11/2022 - 09/09/2023):** VISTA will familiarize self with the inventory tracking process at St. James Pantry and become adept at record keeping.

**Member Activity (09/11/2022 - 09/09/2023):** The VISTA will evaluate current tracking processes and provide recommendations that may improve and streamline processes.

**Member Activity (09/11/2022 - 09/09/2023):** The VISTA will establish a protocol for inspecting all incoming products for food safety and freshness.

**Member Activity (09/11/2022 - 09/09/2023):** The VISTA will develop a protocol for keeping accurate and timely records of all inventories.

**Member Activity (09/11/2022 - 09/09/2023):** The VISTA will develop a protocol for gathering inventory data and submitting regular and timely inventory reports to leadership team.

**Member Activity (09/11/2022 - 09/09/2023):** The VISTA will develop appropriate Standard Operating Procedures for all assigned inventory duties and processes.

**Member Activity (09/11/2022 - 09/09/2023):** The VISTA will develop training guides, Standard Operating Procedures, and/or other appropriate materials detailing the client intake form and process.

## **Objective of the Assignment**

Volunteer management. (All quarters)

**Member Activity (09/11/2022 - 09/09/2023):** The VISTA will lead volunteer recruitment efforts with the goal of attracting and retaining a regular volunteer base.

**Member Activity (09/11/2022 - 09/09/2023):** The VISTA will develop a protocol for coordinating volunteer scheduling and strategies that ensure adequate volunteer staffing.

**Member Activity (09/11/2022 - 09/09/2023):** The VISTA will develop a protocol for logging volunteer hours and keeping an accurate record.

**Member Activity (09/11/2022 - 09/09/2023):** The VISTA will coordinate and schedule volunteers and interns to assist at SJP, and provide volunteer training.

**Member Activity (09/11/2022 - 09/09/2023):** The VISTA will develop appropriate Standard Operating Procedures for all assigned volunteer duties and processes.