

VISTA Assignment Description (VAD)

Title: Sanneh Food and Nutrition Coordinator

Sponsoring Organization: The Sanneh Foundation

Project Name: The Sanneh Foundation

Project Number: 18VSNMN002

Project Period: 07/17/2023 - 07/8/2024

Site Name: The Sanneh Foundation - Twin Cities

Focus Area(s)

Primary: Healthy Futures

Secondary: Capacity Building

VISTA Assignment Objectives and Member Activities

Goal of the Overall VISTA Project: The Sanneh Food and Nutrition Coordinator VISTA will improve food and nutritional service processes to decrease food insecurity and improve health and community wellness for diverse youth and low-income families. This VISTA position will identify opportunities and develop systems that increase Sanneh's capacity to provide youth and families with access to healthy food and meals. This includes working with new and existing partners, and increasing program awareness and participation.

Objective of the Assignment

Improve inventory systems, ordering, and data collection processes to strengthen reporting and operational efficiencies.

Member Activity (07/17/2023 - 10/16/2023): Quarter 1 - Learn Sanneh organizational history, become familiar with core program, activities, and major events- Become familiar with current vendor/organizational partners- Become familiar with current calendar of food distribution events and locations- Review and understand current metrics for data collection- Observe and learn current data collection (beneficiaries/reporting) and operational (inventory/ordering) processes

Member Activity (10/16/2023 - 01/15/2024): Quarter 2 - Identify inventory management and storage practices to support ordering and refuse systems controls.

Member Activity (01/15/2024 - 04/15/2024): Quarter 3 - Pilot improvement to systems for managing inventory and ordering processes nutrition services, as well as documentation and reporting on refuse and product disposal.

Member Activity (04/15/2024 - 07/8/2024): Quarter 4 - Refine improvements to systems for managing inventory and ordering processes nutrition services- Finish thorough documentation of systems, processes and practices related to inventory systems and ordering protocols.- Develop a handbook of materials which can be utilized by the organization to sustain new systems, process improvements, and practices.