

Workforce Support Resource

Staffing needs during the COVID-19 pandemic may require extra consideration and creative solutions to ensure Texans in need continue to receive meals.

If your organization is considering hiring temporary employees or is interested in using volunteers to help, use this tip sheet to think through some common challenges.

Find Temporary Support

Consider using existing district employees

Where possible, find known and trusted staff members to support meal distribution from within your district. This can streamline payroll, background checks, and much more.

- ✓ bus drivers
- ✓ principals
- ✓ school secretaries
- ✓ coaches
- ✓ teachers or teachers' aides

Sample Job Description

We are looking for dedicated individuals to serve as {add job title here} in response to the need associated with COVID-19. The {School District Name} is supporting {include a brief explanation of the different meal delivery options supported by your district}. {Job Title or Person's Name} is a temporary position {add whether there is an opportunity to become a permanent staff member}.

Requesting Volunteers

Creating a **volunteer intake form** can help identify those interested in providing support. Collecting names, days/time available, and identifying any special skills volunteers may already have will help **identify volunteers best suited for helping meet meal service needs**.

Volunteer Management

Untrained volunteers or temporary employees can support tasks that do not require food handling or food preparation.

- ✓ Bag packaged items
- ✓ Count items
- ✓ Coordinate meal pickups
- ✓ Administrative work that can be done at an offsite location
- ✓ Sort whole foods or meal boxes
- ✓ Distribute already prepared foods
- ✓ Coordinate families as they arrive
- ✓ Responsibilities outside of food production

Advertise the Role or the Request for Volunteers

- ✓ Share an interest form with current staff to see who is available and when
- ✓ Post on the school website
- ✓ Advertise on social media
- ✓ Send home a flyer or add a poster at meal pickup sites

Restaurant and service industry professionals may be seeking **temporary employment** and have many of the necessary skills to begin work immediately. Reach out to local restaurants and restaurant associations to see if there are local job-sharing opportunities.



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Provide Appropriate Training

Training may be required, verify on [Squaremeals.org/CoronaVirus](https://www.squaremeals.org/CoronaVirus) of any existing waivers regarding training requirements

Civil Rights Training

- ✓ Ensure temporary staff and volunteers involved in food and nutrition services complete Civil Rights training.
- ✓ Due to COVID-19, reviewing [this document](#) provided by USDA can be used to meet immediate training requirement until annual training is completed.
- ✓ Full training is provided at no cost on [Squaremeals.org](https://www.squaremeals.org) in English and Spanish.
- ✓ Provide task training for temporary staff and volunteers that will be assisting with skilled tasks.
- ✓ Ensure district policies related to pre-employment (such as background checks) are followed.

Monitor Staff Performance

- ✓ Update processes to monitor temporary employees and ensure federal nutrition requirements are upheld.
- ✓ Provide checklists for tasks
- ✓ Check-in often

Maintain Staff Morale

- ✓ Spread out meal production across different kitchens to enable staff to maintain a safe distance from one another.
- ✓ Allow staff to complete administrative tasks at home.
- ✓ Stagger shifts or allow part-time flexibilities.
- ✓ Continue to follow safe food handling and sanitation procedures.

Show Appreciation

Providing verbal and written thanks and praise and sharing appreciation on social media platforms are no cost ways to show staff and volunteers how important their hard work is right now.

