

VISTA Assignment Description (VAD)

Title: Mobile Meals Kitchen- VISTA Senior Nutrition Associate

Sponsoring Organization: Knoxville – Knox County Community Action Committee (CAC)

Project Name: CAC AmeriCorps VISTA

Project Number:

Project Period: 08/07/17- 08/06/18

Site Name (if applicable): Mobile Meals Kitchen

Focus Area(s)

Primary: Healthy Futures

Secondary:

Note:

If your VAD is not accepted, the State Office will note the reason(s) why here.

VISTA Assignment Objectives and Member Activities

Goal of the Project: CAC Mobile Meals Kitchen in partnership with CAC Office on Aging provides home-delivered meals to help the very old and frail continue to live independently in their own homes. The VISTA member will provide support, information and process improvement to all nutrition related activities through the Office on Aging/Senior Nutrition programs and the Mobile Meals Kitchen.

Objective of the Assignment (August 7th, 2018- December 31st , 2018)

Research and develop a crop planting, menu and production plan to utilize donated and farm food resources to decrease food costs and maximize quality and variety of food sources.

Member Activities:

1. Evaluate the spring planting plan that will be produced by Beardsley farm and prepared by Mobile Meals kitchen for meal participants.
 - a. Evaluate and revise the master plan of vegetables and fruits with anticipated production yield, recipe utilization plan, and anticipated harvest time frame.
 - b. Research grant opportunities to enhance the productivity of Beardsley Farm operations.
 - c. Apply for grants to improve efficiency of Beardsley Farm operation (sprinkler system, tractor, seed and plant material, etc.)
 - d. With Mobile Meal Kitchen Manager, evaluate and revise plan of staffing needs during harvest to process and fully utilize the farm production.
2. Evaluate pre and post harvest survey tools and implement changes in future plans to improve food quality.
 - a. Evaluate and revise current survey and distribute to meal recipients.
 - b. Prepare a data report with pre and post survey results to be presented to Mobile Meals Kitchen Manager and then adjusted based on feedback.
2. Develop a contingency plan to address unmet food access in the case that the designed harvest does not come through. (Drought, Pests, Etc.)
 - a. Identify alternative resources / partners for food needs.

Objective of the Assignment (November 1st, 2018 – July 2019)

Research and prepare education tools to be utilized by the Senior Nutrition Program to provide meaningful and relevant information to the community.

Member Activities:

1. Research best practices of communications with seniors along with existing tools utilized by the Senior Nutrition Program.
2. Prepare summary documents promoting awareness of food related issues (national, state, and local) to be used as resources for grants as well as new and existing presentations.
 - a. Produce handouts focusing on government funding issues.
 - b. Produce documents focusing on senior hunger issues.
 - c. Create a marketing plan based on senior communication research with the intent of optimizing outreach to the beneficiary community.
 - d. Create presentations in support of marketing plan to enhance awareness related to food related issues and the services available to the senior community.
3. Prepare summary documents focusing on local food related issues for seniors and how we are solving them.
 - a. Produce documents showing the impact of our programs on local seniors that will be used for marketing and reporting purposes.
4. Research and recommend tools to improve donor retention and fund raising efficiency.