

## **Maggie's Meals 11/7/22**

### **Maggie's Meals Director Job Description**

**Purpose:** To provide food to hungry children at Charles E. Bennett Elementary (CEB) School who have been identified by faculty and staff to have little or no food over the weekend.

#### **Responsibilities:**

- Communicate with the CEB principal for financially needy study count.
- With one or more assistants, purchase prepackaged, non-perishable food items every 2 weeks and deliver them to the designated storeroom/classroom at CEB.
- Form groups of MPWC volunteers and schedule them to package the food and deliver it to the assigned classrooms throughout the school year.
- Develop a packing schedule (from September - May) based on the school calendar (packing and delivering the bags of food is usually done every Friday, depending on the school's calendar).

**Skill required:** Organizational and supervisory skills; willingness to spend about 3 hours twice a month purchasing and delivering food items; ability to interface with CEB staff and MPWC volunteers.