



SECOND HARVEST FOOD BANK

of SANTA CLARA and SAN MATEO COUNTIES

Providing food for people in need in our community.

WWW.SHFB.ORG

Project Name: Mobile Kitchen Project Design and Implementation
Job Title: Mobile Kitchen Project Intern (Paid)

Are you passionate about hunger? Have you always wanted to get to know the inter-workings of a food bank? Do you enjoy research and exploration? Help Second Harvest design a unique way to reach hungry people with healthy meals through a “kitchen on wheels.”

Who We Are

Based in Silicon Valley, Second Harvest Food Bank of Santa Clara and San Mateo Counties is one of the largest food banks in the nation. Currently providing food to more than one quarter of a million people every month, Second Harvest is a trusted community-based organization that was founded in 1974. Despite the immense wealth in Silicon Valley, and partly due to the high cost of living, hunger and malnutrition are pervasive. The Food Bank distributes nutritious food, including more fresh produce than any other food bank in the country, through a network of more than 320 nonprofit partners at more than 850 sites.

What We Do

In fiscal year 2016 (July 2015 - June 2016), we distributed more than one million pounds of nutritious food each week to low-income people in need in every zip code of our service area from Daly City to Gilroy, and from the ocean to the bay.

We provide food efficiently through our innovative direct-service programs and by collaborating with our network of non-profit agencies. Partner agencies include shelters, pantries, soup kitchens, children's programs, senior meal sites, and residential programs. Throughout the fiscal year, volunteers contributed over 310,000 hours of service, which saved us \$6.6 million in equivalent personnel costs.

Purpose of the Position

In celebration of their 50th Anniversary, Santa Clara Vanguard Drum and Bugle Corps is conducting a capital campaign to raise funds to build a brand new, state of the art, 53-foot mobile kitchen. Vanguard proposed to provide the kitchen in the off season (non-summer) to cook meals for low-income people in Santa Clara County. The mobile kitchen construction will be completed in early 2018.

This project is to research feasibility of using Vanguard mobile kitchen to prepare and serve meals at targeted partner locations and if feasible, pilot and rollout program.

What will this project accomplish?

1. Document mobile kitchen specifications, capacity and Vanguard commitment
2. Determine partner interest and capacity
3. Develop implementation strategy and timeline
4. Pilot mobile kitchen
5. Finalize project plan for full rollout Fall of 2018

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Basic Tasks

- Research feasibility of mobile kitchen concept through literature review and interviews with existing Second Harvest partners
- Document findings and develop timeline
- Develop written materials such as agreements and memorandum of understanding
- Work closely with Vanguard staff to document:
- Mobile kitchen specifications and what is needed at the partner site
- Roll of Vanguard, partners, and volunteers
- Kitchen availability
- Develop written program overview for partners and obtain MOU's
- Research existing sites where low-income people congregate or access meals
- Contact 5-10 partner agencies with potential to host the kitchen and document needs, issues, and concerns
- Manage pilot at 1-2 locations
- Conduct comprehensive evaluation and recommendations for changes
- Create white paper that documents entire project

Training and Experience Provided

- Background on the Food Bank and how we work with partners
- Opportunity to learn about existing programs that provide meals and groceries
- Smart Sheet program planning tool
- Interviewing techniques

Required Skills

- Computer proficiency: internet, excel, word, email
- Good communication, writing and analytical skills
- Highly organized
- Possession of a valid California Class C driver's license and a clean DMV record. Willingness to drive personal vehicle, as necessary. Compensation for business mileage is reimbursable at standard IRS rate.

Student Benefits

- Opportunity to learn more about the safety net of food services
- Experience in program planning and project management
- Learn community assessment techniques and report preparation
- Working closely with a team of nonprofit professionals

Duration: 10-20 hours/week for 1-2 quarters or semesters

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