

Intern Positions for Granite Education Foundation to help with In-school Food Pantries

1. Refugee Program & Pantry Coordinator at Moss Elementary

In Utah, 70% of the refugees live within Granite School District. It is important to the foundation that we meet the needs of these students. Part of the foundation's goal is to help our students and families by providing food. Food is a large part of everyone's culture, as Granite School District has a culturally-diverse population, we want to understand specifically the food items our students request and also items that are restricted.

The role of the intern would be to help research, survey families and students, connect with local grocery stores and distributors to help the foundation implement changes to our food pantries by providing culture-specific food.

In addition to this role, an intern would work at Moss Elementary in Salt Lake City as a Pantry Coordinator. They would be responsible for ordering food, reporting data, meeting families, and ensuring that the pantry operates efficiently. They would work with the Granite Education Foundation Program Coordinator to meet the needs of this food pantry. While in this role, they would also have an opportunity to visit with families and students to assist in the research of food items these families desire. As there are about 40 languages spoken at this school, this will be a great resource of information for the foundation to understand the population we are serving.

2. Distribution Center Inventory System Startup and Operating

In July, the foundation opened up the Donation & Distribution Center to better serve our in-school food pantries and the needs of our students. The foundation services 20 in-school food pantries and provides various items for students through school social workers. These items include clothing, shoes, coats, school supplies, and hygiene items. In January, a new inventory software will be implemented. This will require a great deal of effort to inventory existing items, enter data, create forms, and establish ordering and distribution procedures. This intern will work closely with the two Program Coordinators to ensure the inventory is being recorded and tracked and to work through any issues that might arise.

3. Volunteer Coordinator

The Donation and Distribution Center receives various donations on a regular basis. Some of these donations need to be sorted and organized before they can be put on the shelf. The foundation is looking to create regular volunteer hours where community groups, businesses, and others can assist with these projects.

This intern would work at the distribution center and would be responsible for overseeing these volunteer groups. They would help set up volunteer groups, identify projects, and work with the Program Coordinators to ensure that projects are completed according to specific guidelines.

This intern would also be at the distribution center during the designated Donation Hours to help with incoming donations. The role could also include helping fulfill Student Aide requests sent by social workers.

4. Human Factors

The processes of the Foundation's reporting system are outdated. We obtain over 3,000 requests from social workers each year which fall into my email. As per the tradition, we print 2 pages for every request, use them to fill the order, send off one page with the items to the social workers for signatures, keep one page for our records, and when the social worker signs and sends it back, we must pair that page with the one we have on file. At the same time, I use these pages to report what has left the warehouse and how much student aid we provide.

- Streamlining this process to be as smooth as possible
- Research available software
- Presenting that research to superiors
- Working with Program Coordinators to understand the process and see the best ways to implement a new one through our own website
- Provide training to Foundation staff and social workers
- Prudent, creative, and economical solutions preferred

To apply for any of these internships, or to create your own internship, email your resume and cover letter to Kim Oborn: knoborn@graniteschools.org