SCHOOL BREAKFAST PROGRAM VOLUNTEER TRAINING CHECKLIST

Managing volunteers can sometimes come with its share of challenges, but it's a crucial part of maintaining a sustainable breakfast program. In order to provide support in this process, we have compiled resources to help you meet, train and retain future volunteers.

This checklist ensures that all volunteers receive thorough preparation to safely and effectively support students in accessing nutritious breakfasts. It covers essential areas including food safety protocols, school policies, and equipment use. By completing this training, volunteers will be equipped with the knowledge and skills necessary to create a welcoming, safe, and supportive breakfast environment that positively impacts student health, learning, and overall well-being.



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1. Pre-Training Preparation

- ☐ Background check clearance completed
- ☐ Volunteer handbook provided and reviewed (if applicable)
- ☐ Health & hygiene video provided and reviewed
- ☐ Review agreed upon schedule
- ☐ Share the school's Code of Ethics

2. Program Overview & Mission

- ☐ Explain program goals and impact on student nutrition
- ☐ Discuss the importance of breakfast for learning and development
- ☐ Outline volunteer's role in supporting student success
- ☐ Review importance of offering three food categories and offering breakfast to all students who want it

3. School Policies & Procedures

- ☐ School entry/exit procedures and security protocols
- ☐ Visitor badge requirements and check-in process
- ☐ Emergency procedures (fire, lockdown, medical)
- ☐ Confidentiality requirements regarding students
- ☐ Allergy emergency response (EpiPen procedures)
- ☐ Communication with program coordinator
- ☐ Volunteer time tracking (if required)
- ☐ Social media and photography policies

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4. Food Safety & Hygiene

- ☐ Hand washing procedures and frequency requirements
- ☐ Proper use of gloves and when to use/change them
- ☐ Hair covering and personal hygiene standards
- ☐ Temperature monitoring for hot and cold foods
- ☐ Safe food handling practices
- ☐ Allergen awareness and cross-contamination prevention
- ☐ Cleaning and sanitizing procedures for surfaces and equipment
- ☐ Proper storage of food items

5. Program Operations

- ☐ Daily schedule and timing of breakfast service
- ☐ Set-up procedures for preparation and/or service area
- ☐ Food preparation guidelines
- ☐ Equipment operation (warmers, dispensers, etc.)
- ☐ Inventory management
- ☐ Clean-up procedures
- ☐ Waste management and recycling protocols

6. Student Interaction Guidelines

- ☐ Creating a welcoming and inclusive environment
- ☐ Age-appropriate communication techniques
- ☐ Encouraging healthy eating habits
- ☐ Handling student behaviour issues appropriately
- ☐ When to involve school staff
- ☐ Cultural sensitivity and inclusivity

Remember to schedule a follow-up after the first or second volunteer shift so that you can ensure that the volunteer is well integrated and enjoying their volunteering opportunity!