

DELEGATION OF TASKS

This list provides routine tasks of the foodservice operation. Use this list during the time of foodservice disruption. If the designated individual is unavailable to perform the task, the Emergency Preparedness Team coordinator(s) should delegate the task to another individual.

Feeding Site _____

Food Service Director or Manager _____

Task	Responsible Individual(s)
Manages the foodservice operation	_____
Communicates with:	
Local officials	_____
State officials	_____
Public officials	_____
Monitors food safety	_____
Answers phones	_____
Checks e-mail	_____
Schedules employees	_____
Maintains inventory of food, supplies, and bottled water	_____
Assists in menu planning based on inventory, available utilities, water supply, and storage space	_____
Reports and documents any loss of food, supplies, and/or equipment	_____
Maintains reimbursement records	_____
Determines available storage space for donations	_____
Schedules clean-up	_____
Schedules volunteers	_____
Writes thank-you notes to contributors and volunteers	_____
Prepares and presents certificates of appreciation	_____

Form Developed on _____ Form Revised on _____

