



Program Coordinator and In-School Team Overview of Key Functions

Program Coordinators are designated by the principal to help ensure the Key Functions of the program are fulfilled. Program Coordinators are part of an In-School Team which may consist of parents, community volunteers, educational assistants (EAs), teachers, custodians, or office administrators (OAs). The ONFE School Breakfast Program (ONFE SBP) strongly encourages distributing the Key Functions among members of the In-School Team. To support you and your team, the ONFE SBP offers resources, training and continuous support throughout the school year.

| Key Functions | Program Requirements |
|--|---|
| <p>1. Provide breakfast and/or snacks for students following the Ministry of Children, Community & Social Services (MCCSS) Student Nutrition Program - Nutrition Guidelines (2020 version) – herein referred to as the “Nutrition Guidelines”.</p> | <ul style="list-style-type: none"> ✓ Complete the mandatory training for Student Nutrition Program ✓ Create simple, healthy menus for breakfasts or snacks. ✓ Offer foods with the most nutritional value. ✓ Offer vegetables/fruit daily. ✓ Choose Ontario-grown produce as often as possible. ✓ Have drinking water available daily. ✓ Develop emergency/back up menu to address unforeseen circumstances |
| <p>2. Follow Effective Budgeting and Food Purchasing Practices</p> | <ul style="list-style-type: none"> ✓ Ask the principal for your school’s annual nutrition budget and stay within it. Formulate a plan for spending throughout the year, i.e. set a maximum monthly spending limit. ✓ Plan food and daily supply purchases while adhering to the budget and the Nutrition Guidelines. ✓ Learn how to read food labels to ensure products meet the Nutrition Guidelines. ✓ Select the best available foods with the most nutritional value. |
| <p>3. Ensure Safe Food Handling</p> | <ul style="list-style-type: none"> ✓ Complete the mandatory training for Safe Food Handling ✓ Handle, transport, store, prepare and serve foods safely. ✓ Comply with Ottawa Public Health inspection standards. ✓ Ensure all persons handling food are properly trained in safe food handling. |
| <p>4. Track the number of Breakfasts or Snacks Prepared</p> | <ul style="list-style-type: none"> ✓ Know your program type to determine the correct way to count meals. One snack = 1 fruit + 1 grain or 1 protein <i>OR</i> one breakfast = 1 fruit +1 grain +1 protein. ✓ Accurately count and record the number of breakfasts or snacks prepared daily on monthly tracking sheet. ✓ Submit monthly tracking sheet to the person on the In-School Team responsible for monthly data entry into the on-line reporting system “Webtracker”. |
| <p>5. Track Expenses</p> | <ul style="list-style-type: none"> ✓ Keep and submit all grocery receipts/food distributor invoices to the In-School Team member responsible for monthly data entry into the on-line reporting system “Webtracker”. |
| <p>6. Other</p> | <ul style="list-style-type: none"> ✓ Create a welcoming, non-stigmatizing food environment where all children and youth can take part. ✓ Be mindful and accommodating of special diets and food allergies. ✓ Coordinate with In-School Team members to ensure program requirements are met. |

- | | |
|--|--|
| | <ul style="list-style-type: none">✓ Be aware of your school's emergency procedures e.g. shelter-in-place, medical, fire, choking, allergic reactions, etc.✓ Liaise with the ONFE SBP Community Development Coordinator assigned to the school. They are always available to answer any questions. |
|--|--|