

## **St Michael's Resource Guide**

### **Senior Box Day Coordinator**

#### **Overview**

- Senior Box Day (SBD) is one day each month when senior citizens (60 years and over) receive a pre-packaged box (approximately 30 pounds) of food commodities provided and delivered by Community Action Partnership Kern (CAPK). SBD is held one day a month at Saint Michael's Hall from 12 noon until 1pm with approximately 100 Senior Citizens participating.
- This position should be filled by a person who is either retired, unemployed or employed with the freedom to be absent from work one day each month since SBD occurs during the normal 40 hour workweek

#### **In this position, you will:**

- Be present at Saint Michael's Hall each of the monthly SBDs to coordinate with CAPK personnel and Seniors to facilitate the distribution of food boxes
  - Arrive by 10am on SBD to put out traffic cones for CAPK truck parking
  - Open bathrooms for use during SBD
  - During Summer months provide ice water to SBD participants
  - Keep records required for internal and external reporting
    - Include date of SBD, total of Senior Citizens served and pounds of food (each box is 30 boxes)
  - Distribute business size SBD schedule cards to SBD participants
    - Obtain schedule from CAPK by November and begin distribution in December for the upcoming year
      - Cards are made by Ridgecrest Pack & Wrap
- At the conclusion of each Senior Box Day
  - Return parking cones to the Hall
  - Do general cleanup of Hall including sweeping, wipe down, taking out trash and returning all chairs in Hall to original positions
  - Secure and lock all spaces including Hall, bathrooms and any others opened during SBD

#### **Time Commitment:**

- Each SBD requires a minimum of four (4) hours (yearly = 48 hours)
- Schedule card creation and production about 2-3 hours a year
- Record keeping/reporting about 1/2 hour each month
- Communication/coordination with CAPK personnel about 2-3 hours a year
  - CAPK contact number is 661-398-4520

We thank God for you, and we look forward to serving with you in the coming year!